



Littleover
Community School



A guide to Work Experience at LCS



The Aim of the Work Experience Programme

Preparing students for the world of work and the key **employability skills** and **qualities** they need to make a **successful transition** from education into the workplace.





Key dates

Work Experience week is the first week in October.

Autumn term of Year 11

30th September – 4th October 2024

Students need to secure a **5 day Work Experience Placement** during that week (Monday – Friday).

Must be within 'normal' working hours (i.e. 8am-4pm, 9am – 5pm).



How do you get a placement?

Organise a placement with a family member or family friend in the first instance.

Students may be more successful in securing work experience placements using personal contacts including friends and family. We know that many local employers will be restricted in taking on students from local schools, due to changes in their working environments and practises.

If students are contacting employers directly, they will need to have their application letter and CV completed before they make contact. Internet research is key to finding local employers in areas of interest and students will need support to do this at home.

Applications to Derby Royal Hospital and Rolls Royce have their own application processes.

See the information about these on their own websites and the LCS website – Work Experience section.

The Armed forces, police or emergency services do not take students for placements.



Support available in school

- 3x PSHE lessons to prepare students for work experience ideas and how to apply.
- Careers Library (S16) – Open at lunchtime on Tuesdays and Wednesdays where the Careers Team can help with e-mails, letters of application and CVs etc.
- We are unable to make ‘cold calls’ to local employers but we encourage students to look at local employers to contact via telephone or e-mail.



Unifrog – the Placements Tool

All placement requests will go through the online platform called Unifrog.

Your child has an individual logon to this system that they use in school.

The Placements Tool requires the following steps to be completed:

1. Once a student has a confirmed placement with an employer, the student completes the initial form on the Placements Tool.
 2. This then prompts an e-mail to the employer to confirm all the placement details and to upload documents needed such as employers liability and a relevant risk assessment.
 3. On receipt of the employers information, Parents/Carers will receive an e-mail to confirm they are happy with the placement details.
 4. Once this has all been done, school can then check the placement details and if all documents are correct and school is confident the placement is suitable, the placement co-ordinator can confirm the placement can go ahead.
- **No placements can go ahead without all of these steps being completed.**
 - **Students can check the status of their placement at any time and will need support from Parents/Carers to ensure all forms are completed by the deadlines set.**



Information required by the employer

Employers need key information about the student in order to provide a meaningful Work Experience placement.

Please inform the employer if your child has:

Special Educational Needs: this will help an employer design a week that suits them and they can make any adjustments to tasks and duties as needed.

Medical conditions: this will support employers in providing a safe environment for your child and ensuring they know how to react in a medical emergency.

The Placements Tool on Unifrog has specific questions about this information and it is the responsibility of parents/carers to ensure the employer is fully aware of any needs.



Information on the LCS website

Go to the **Work Experience** section (found in the drop down menu from **Parents and Carers** tab).

Resources include:

- A Copy of this PowerPoint presentation.
- Work Experience Parent Letter – includes the timeline and deadlines for the Placements Tool forms.
- A list of the information required for the Placements Tool forms.
- Association of British Insurers; Guide to insurance and work experience; health and safety information.
- Help videos from Unifrog about how to use the Placements Tool.



Good luck in securing a work
experience placement

