



# HITCHIN GIRLS' SCHOOL

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Ref: 111



10 January 2024

Dear Parent/Carer,

As you will know from our letter of 13 October 2023, all students in Year 12 will be on work experience from 15 - 18 July 2024. During this week, there will be no timetabled lessons: each day, all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy and to develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) are encouraged to source their own work experience placements. The Careers Guidance and Sixth Form teams will do their best to help find placements for any students who have been unable to source their own but, because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – for example, collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as obtaining agreement from yourselves for the placement to go ahead. The placement tool is found in the Exploring Pathways section:

## Exploring pathways

<b>Careers library</b> ✓ Careers favoured Go to tool >	<b>Subjects library</b> ✓ Subjects favoured Go to tool >	<b>Know-how library</b> ✓ Guides favoured Go to tool >
<b>Courses</b> ✗ No courses added Go to tool >	<b>MOOC</b> You have 2 shortlists Start >	<b>Webinars</b> Hear directly from the experts Go to tool >
<b>Read, Watch, Listen</b> ✓ Profiles favoured Start >	<b>Placements</b> ✓ 1 placement added, 0 completed Go to tool >	



Please note the following important logistics with regard to the work placement process:

- Students must agree the placement with the employer **first** and then add the placement to their Unifrog account (the Placements tool can be found on their Unifrog homepage);
- The Unifrog system will then email the employer, the parent/carer and the school, to collect the necessary information and permissions. For the process to work effectively, **it's essential that students add the initial information about the placement accurately.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#);
- Within this set of guides, the '[How to](#)' tool is the best one to start with (it includes a short animation about how the whole process works);
- Next, we recommend looking at the '[Student guide to placements](#)' which includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog and begin contacting possible hosts for the placement;
- If you have any questions, contact our Careers contact ([clare.townsend@hgs.herts.sch.uk](mailto:clare.townsend@hgs.herts.sch.uk) or the Sixth Form team (via [admin@hgs.herts.sch.uk](mailto:admin@hgs.herts.sch.uk))

We wish you the best of luck with supporting your child to find a placement. Please make use of Unifrog's guides to help you.

Yours sincerely,



Tina Stojko  
Director of Sixth Form