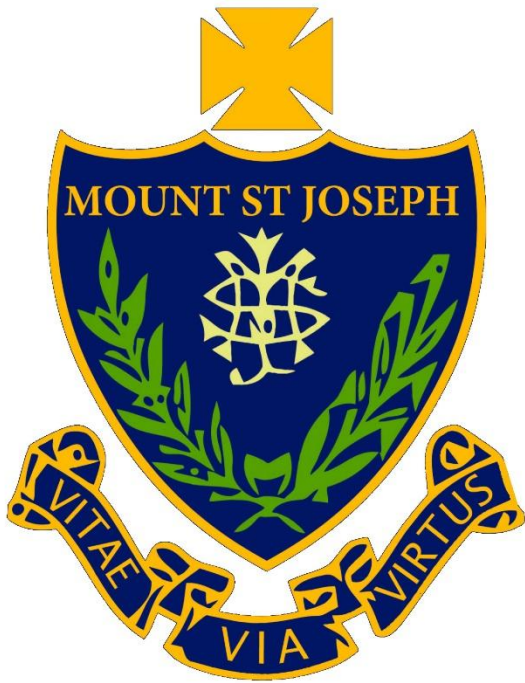




Work Experience

22nd to 26th

February 2027

**A Guide for Parents
and Carers**

What is work experience?

- Work experience is part of the school curriculum and consists of a one-week placement in a company or organisation for students in year 10.
- Work experience forms part of all students' entitlement to 'work related learning' and provides an insight into the world of work.
- At Mount St Joseph, placements are chosen and organised by the student.

What does it involve?

- Students find out first-hand about the 'world of work'.
- Students will do most of the preparation for their placement in school; this includes learning about the world of work, including health and safety, and equal employment opportunities.
- School staff will conduct a short visit or telephone call whilst the student is on placement.
- A debrief session will take place on their return to school where students can share and learn from their experience.

Why do Work Experience? The benefits are:

- Students can learn first-hand the difference between school and the workplace.
- Gain an insight into different roles/positions within a company.
- Learn new practical skills.
- Work with and be treated as an adult.
- Develop confidence and communication skills.
- Improve self-esteem and team working skills.
- Gain invaluable experience to help make career choices.

Some Important Facts

- Students and their parents/carers are responsible for organising transport to and from the placement.
- Work experience is part of education and therefore **UNPAID**.
- Employers receive no payment for accepting a pupil on placement.
- The employer has primary responsibility for the health and safety of the student whilst on placement.
- Students should not work excessively long hours or unsociable hours and should not work more than 40 hours per week.
- Some placements require special clothing or equipment, such as safety boots. It is the parents/carers responsibility to provide these.

What Parents/Carers can do to help

- Speak to your child regarding the type of placement that they believe they would like to have and help them to make an informed and realistic choice.
- Encourage your child to start looking for a placement early so that all the paperwork is in place ready for February 2027.
- Ensure your child knows exactly how they are getting to and from their placement and do a 'dummy run' if necessary.
- The school use the 'Unifrog' platform (www.unifrog.org) for the administration of the work experience programme. Students have a username (school email address) and password. To set a new password, the 'forgotten my password link' can be found on the main screen.
- Students will be guided on how to use the Unifrog platform to add their work experience placement during their PDT classes in school.
- Parental consent is required, which will be requested from Unifrog, once all details of the placement have been confirmed. This consent will include any medical, learning, behavioral, or physical special needs, to ensure your child is happy and safe whilst on placement.
- If your child is unwell during the week of the placement, ensure you report any absence to both the school and the employer.
- If you feel you would like to discuss your child's work experience needs with a member of staff please do not hesitate to contact school on 01204 391800, and ask for Debra Simpson, Careers Co-ordinator or Year 10's Head of Year.