

Monday 22<sup>nd</sup> September 2025

Dear Parent/Carer,

## **RE: Work Experience Programme Year 12**

We are writing to all Year 12 parents/carers to inform you that an opportunity for your child/ward to undertake work experience has been scheduled for three days: **Monday 8<sup>th</sup> June to Wednesday 10<sup>th</sup> June 2026.**

The main aims for work experience are for students to get a feel for the world of work, build confidence, identify their own strengths and weaknesses and improve their employability skills. It may give the students the chance to learn about what type of job they might enjoy, and also develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students are expected and encouraged to research, email and phone companies to find their own work experience placements, especially if they have an interest in a particular occupation. Employers often favour those who approach them directly rather than dealing with schools. As parents/carers we would ask that you support your child/ward in finding a work experience placement. If they are experiencing any difficulties, please ask them to talk to their form tutor, subject teachers, Mrs Court or myself for some ideas or possible contacts.

For these three days, the self-placements need to take place in a workplace (in person); therefore, this must not be a virtual experience from home. Please note that work experience is *unpaid* and each student will be expected to work the normal working hours of the firm or organisation for the duration of the placement.

All students are expected to participate and the students were fully briefed on the work experience process during a form time assembly on the 22<sup>nd</sup> September 2025 and resources were emailed to students.

We use a careers platform called Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme, which requires employers to upload documents such as their risk assessment and health & safety policy, and for parents/carers to give their consent for the placement to go ahead.



**CEO and Headteacher:** Ms K. Earle, M.A. F.R.S.A

**Head of School:** Mr A. Keegan, BSc Hons. | **Deputy Headteacher:** Mr C. Tyrer, BA Hons.

**Head of Sixth Form:** Mr A Mahmood BA Hons.

**Altrincham College, Green Lane, Timperley, Altrincham, Cheshire, WA15 8QW**

**Telephone:** 0161 980 7173 | **Email:** [headteacher@altrinchamcollege.com](mailto:headteacher@altrinchamcollege.com) | **Web:** [www.altrinchamcollege.com](http://www.altrinchamcollege.com)

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Some important logistics:

Students need to agree the placement with the employer **first** before adding the placement to their Unifrog account (they'll find the placements tool on their Unifrog home page).

For the placement to take place, the employer must have an up-to-date copy of the **employer's liability insurance certificate and a risk assessment**. The employer will need to upload these on Unifrog.

The Unifrog system will email the employer, the parent/carer, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately**.

Please ensure the employer is aware that they will receive an email from Unifrog, as this may go into their junk folder. Please check the progress of the application on Unifrog and remind the employer if they haven't completed their section.

This image below shows the full cycle of steps involved on Unifrog.

**The final deadline for the student initial form to be completed is Wednesday 17<sup>th</sup> Dec 2025, however, the sooner that this can be completed and secured with an employer, the better.**

Information that will be required to complete this student initial form is:

- Name of business/employer
- Contact employer email address
- Address of business/employer
- Know how they will get there E.g. public transport
- Student date of birth
- Do they have any special needs, illnesses, allergies or injuries
- Parent/guardian contact name and email address
- Make sure employer has an up-to-date employer's liability insurance certificate



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Please keep in touch with employers, once the student initial form has been completed, to remind them to look out for the Unifrog email, which may have entered their junk folder and for them to complete the form.

Once complete the Employer initial form will show as **green** and parent/carer will be emailed to complete their section.

## The whole process

- Green = complete
- Orange = incomplete

**screen** Added 24 June 25  
Scheduled for: 30 June 25 - 02 July 25 Type: In person

Comment + Delete (disabled until Permission completes) Convert to interaction >

- 1 Student initial form Completed on 24 June 2025 more v
- 2 Employer initial form more v
- 3 Parent / Guardian agreement more v
- 4 Permission more v
- 5 During-placement check-in more v
- 6 Employer review form more v
- 7 Student reflection form more v

**Ascot House** Added 20 June 25  
Scheduled for: 30 June 25 - 02 July 25 Type: In person

Comment + Delete Download PDF Convert to interaction >

- 1 Student initial form Completed on 20 June 2025 more v
- 2 Employer initial form Completed on 23 June 2025 more v
- 3 Parent / Guardian agreement Completed on 25 June 2025 more v
- 4 Permission Completed on 25 June 2025 more v
- 5 During-placement check-in Check-in 1 completed on 1 July 2025 more v
- 6 Employer review form Completed on 4 July 2025 more v
- 7 Student reflection form Completed on 10 July 2025 more v

Click more to read the information

### Finding out more:

Unifrog have created a set of guides about placements which you can find [here](#).

Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).

Next we recommend looking at [this one](#), because it includes advice on how to find a placement.



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### Next steps:

Please read the placement guides, watch the videos on Unifrog using the links above and then start contacting possible hosts for the placement. Students have been emailed an contact employer template to use.

A copy of the student initial form is attached at the end of this letter.

If you have any questions, contact [workexperience@altrinchamcollege.com](mailto:workexperience@altrinchamcollege.com)

Following the pandemic, demand for virtual work experience has grown substantially and there are many opportunities with organisations such as [Unifrog](#), [Speakers for Schools](#) and [Springpod](#). In addition to three days' work experience, we encourage students to apply for relevant, virtual opportunities, which are fantastic for university, apprenticeship or job applications; these can be completed in students own time. Please also look out for the weekly careers newsletter that has lots of virtual work experience opportunities.

We wish you the best of luck with supporting your child/ward in finding a placement. Please do make use of Unifrog's guides to help you. If you require any further information, please do not hesitate to contact me at school.

Thank you in advance for your support.

Yours faithfully

Miss Mitchelmore  
Careers Leader



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## Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.

Afterwards we'll ask the placement lead at the employer to fill in the next form.

\* In person or Virtual

**In person**

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the **Activities tool instead** >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'person' and not 'virtual'.

\* Placement coordinator

**Miss Mitchelmore**

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

\* Name of placement business / organisation

eg Lottie's little bakery

\* Placement start date

**Monday 8<sup>th</sup> June 2026**

Placement end date

**Wednesday 10<sup>th</sup> June 2026**

\* Describe the time commitment

eg Full time

\* Employer placement lead: name

eg Tim Cook



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\* Employer placement lead: email   
**Important:** this must be correct, or we won't be able to progress the placement.

\* Employer placement lead: email (again)

\* Employer placement lead: phone number  :

\* Placement country  :

\* Placement address

\* Placement postcode / zip code

\* Is this the workplace where you'll be based throughout the placement?  :

\* Will you live at home as normal during the placement?  :

\* How will you travel to and from the placement?

\* Your date of birth  :  :  :

\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?  :



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\* Parent / guardian (who must also be your emergency contact)

\* Parent / guardian email

**Important:** this must be correct, or we won't be able to progress the placement.

\* Parent / guardian email (again)

**Do you agree to:**


- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

\* Agree  Yes, I agree to all four points above.

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Form finished?  mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

[Add placement](#) or [cancel changes](#) 



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