



THE BOURNE ACADEMY

11 November 2022

Dear Parent/Carer

RE: Y10 Work Experience 2023

I am writing to inform you that all Year 10 students are required to participate in a work experience placement. The placement will be for one week only from **Monday 27 March to Friday 31 March 2023**. This is a valuable and exciting part of our careers programme.

There are two ways your child can arrange their work experience placement:

1. Finding your own placement: <https://www.unifrog.org/>

Using your own contacts through friends & family or approaching employers directly. Once you have agreement from the employer, use Unifrog, our online careers platform, to enable us to approve the placement. You can access Unifrog by using your school email address to login. You will need to provide the employers email and your parents email.

2. Using the online database (Careers South West): <https://dorset.learnaboutwork.org/>

Your tutor will give you a unique pin number to access the site. You must search the database for relevant placements, complete and return the placement selection form to Miss Worsley. Make sure you read all the information regarding the placement as some employers may require an application letter or an interview prior to accepting you onto the placement. The site covers a wide area so please ensure that you will be able to make travel arrangements to attend your placement. You must make at least two choices on the form.

The following resources have been included in the pack to enable your child to find and apply for a placement; instructions for accessing the Careers South West work experience database, Student Options Form, a sample letter, a 3 way agreement form and Unifrog instructions for those not using the Careers South West database.

Below is a link to a presentation providing further information on the process and support available, this will be shown in tutor groups as well: <https://youtu.be/YpkDXNXecU4>

In order for us to approve work experience placements we will always need: employer, parent and student consent forms. We have tried to make this process as simple as possible. We are grateful of your support in encouraging your child to apply as soon as possible to make sure they get the most out of this opportunity. Should you have any queries or wish to discuss the matter please do not hesitate to contact me by telephone on 01202 528554 Ext: 638 or by e-mail at Bethany.Worsley@thebourneacademy.com

Yours sincerely

B Worsley

Miss B Worsley

Wider and Work Related Learning Co-ordinator

Principal: Mr Mark Avoth

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