



# Midhurst Rother College

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Part of United Learning

1 October 2024

Dear Parent / Carer

## Midhurst Rother College Work Experience Programme 7 – 11 July 2025

All students in Year 10 are going to be on Work Experience from 7 – 11 July 2025. In this period there will be no classes – each day all students will be at the workplace of their host employer.

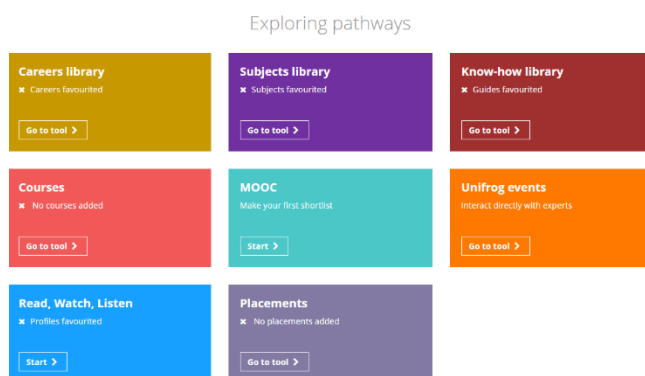
Work experience gives students the chance to learn about what type of job they might enjoy and helps develop a view of the world of work. A work experience placement will help to build social confidence, gain employability skills, as well as being an aid to a choice of a suitable career. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. It is important to start this process early as places can be competitive – students may need to contact more than one employer before they are successful.

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 getting agreement from yourselves for the placement to go ahead. For the placement to be approved by Midhurst Rother College, it is a requirement for the employer to have Employer's Liability Insurance.

### Some important logistics:

Students need to agree the placement with the employer first, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the placements tool on their Unifrog homepage (scroll down) under the heading 'Exploring pathways')



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 @MRC\_1st  
@MRCSixthForm

If students have forgotten their Unifrog password (it was emailed to their school email address) or never logged on before, they can reset their passwords on the sign in page (reset email will go to their school email address). Students need to have agreed a placement and added the details to their Unifrog account by Friday 20 December 2024.

The Unifrog system will then email the employer, the parent / guardian, and the College, to collect the necessary information and permissions. For the process to work, **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, [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.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- The College does incur costs with the risk assessment and evaluation of placements, and we therefore ask that a voluntary donation of £10 is given towards covering the administration cost of assessing the suitability of placements. You will find the payment option on the Arbor account.
- If you have any questions, contact [samantha.jones@mrc-academy.org](mailto:samantha.jones@mrc-academy.org).

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Samantha Jones', with a stylized, flowing script.

Samantha Jones  
Reception/Careers Administrator