



Guru Nanak Sikh Academy

Aspire ~ Acquire ~ Achieve

Founder: Sant Baba Amar Singh Ji

Executive Principal: Mr Jaskamal S. Sidhu

3rd May 2022

Dear Parent

RE: Year 10 Work Experience/Shadowing – Wednesday 8th June 2022

Your child has been engaging in numerous career activities since he/she has started this crucial year: talks & assemblies, workshops, career advice interviews and many more planned for the remainder of the academic year.

A very important element of careers education is getting real-life practical experience to raise our students' employability skills and prepare them for the world of work. Work experience is the perfect time for students to enhance their work-readiness skills, many of which your child is already developing through all the career activities they have been involved in.

All students need to take part in our Year 10 Work Experience Programme, where they should complete a day's worth of (mandatory) work experience/shadowing.

The placement can be local or anywhere in the UK and as organisations are opening up post-Covid, we expect the placements to be in person. If this is not possible, as a last resort, we will approve virtual placements. You may wish for your child to shadow you at your workplace, which is also acceptable.

To reflect what happens in the real world, students should seek work experience placements on their own accord, being resourceful by contacting familial, social & employer networks. Please encourage your child to secure a placement sooner rather than later so he/she can turn their focus to the upcoming GCSEs.

Some great places to look for opportunities are:

- Guru Nanak Sikh Academy half-termly newsletter
- Year 10 Google Classroom
- "Swapping" children between parents (to avoid your child shadowing you)
- <https://app.speakersforschools.org/> (students should register using their school email address)
- [Welcome Back | Sign In | Springpod](#) (students should register using their school email address)
- Contacting local organisations asking for an opportunity.

We are using our careers platform [Unifrog](#) for our Work Experience which comprises of 3 essential elements:

1. Completion of an online Unifrog Work Experience form (explained further below).
2. Undertaking the Work Experience placement and completing the Unifrog Work Experience Journal. This will be an electronic written record that will contribute to your child's portfolio of information, which can be used for University applications or future career progression. Your child would have had an assembly about how to log their experience.
3. Discussion and feedback in groups during tutor time after completion.

Please be aware that the school cannot accept responsibility for your child's health and safety whilst they are on a placement. Please read carefully the following instructions with your child:

1. Make sure your child has their Unifrog log in details: log onto www.unifrog.org and sign in using their school email address and password. If they cannot remember their password, please click on password reset to generate a new one. Check the junk email folder if the email does not come into the inbox.

2. Make sure your child has the information below to be able to progress to Step 3 (and complete the online form):

- School placement coordinator name (Dr Bhullar)
- Name of the business/organisation
- Employer placement lead name and email address
- Placement address
- Is this the workplace where you will be based throughout the placement?
- Will you live at home as normal during the placement?
- How will you travel to and from the placement?
- Do you have any special needs, illnesses or injuries that need to be known?
- Parent/carer details (they must be your emergency contact)
- Do you abide by confidentiality, safety and employer requirements?

Until you have all the above information, you cannot proceed to the next step.

3. Follow the instructions on this video in completing the Unifrog work experience form:

<https://www.loom.com/share/9b1054bd84c3412bb62d02d85fe8a4f7>

4. Once your child's form has been completed, Unifrog will trigger a form to be submitted to the employer. You can alert your employer in advance to expect the form after your submission (keeping an eye on the junk folder) and they can also see [Employer information](#) to help them.

5. Once the employer has completed the form, the school will receive notification that your child's Work Experience Placement has been secured.

6. Reminder: all this needs to be completed by Friday 20th May 2022 so final checks can be made.

7. When your child has completed their work experience, they should complete the Work Experience journal on Unifrog, by following the instructions on this [video](#).

Whilst this is a tech-heavy process, we believe it is reflective of the journey your child will follow in the world of applications, UCAS, apprenticeships etc., so there is no time like the present to get them used to stakeholder/employer engagement and ownership of application processes.

As a parent your key responsibilities are to:

- read this information and ensure your child has secured a placement by Friday 20th May.
- give consent via the Unifrog form.
- support your child in finding a placement.
- ensure your child can travel to and from the placement, therefore please ensure placement locations are appropriate.
- inform the employer of any absence from the placement within 30 minutes of usual start time.
- encourage your child to complete their electronic Unifrog Work Experience Journal & prepare a reflective presentation for their form group (this will be explained to them).
- safeguard your child on Wednesday 8th June as they will not be expected at school during this time.

If you have any questions about the Work Experience Programme or would like to discuss the above information further, please do not hesitate to contact careers@gnsa.co.uk.

We hope your child will find their work experience opportunity a fulfilling one!

Good luck and thank you for your continued support.

Yours faithfully



Dr P Bhullar
Assistant Principal
Careers and STEAM