

Framwellgate School Durham
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Dear Employer,

Work Experience Placements

Our school is holding two work experience weeks as follows:

Year 12 (Age 16-17) Work Experience Week: 28th April – 2nd May 2025

Year 10 (Age 14-15) Work Experience Week: 7th – 11th July 2025

We would like to thank you for agreeing to provide a placement for one of our students. Work experience is an extremely valuable part of our careers programme and we really appreciate the opportunity you have provided for this student to experience the world of work.

Before sending students on placement, we complete some basic checks to ensure the placement is suitable. In order to keep this process as simple as possible, we use a placement management tool, Unifrog. This process involves the following steps:

- Employer provides student with contact name and email address of person hosting or responsible for the placement. This person is the "employer placement lead".
- Student enters the details you have provided into our placement management tool, Unifrog.
- Employer receives an e-mail from Unifrog asking them to complete an online form providing details of the placement and their insurance.
- School reviews information, gains parental consent and signs off the placement.

If the placement has any risks associated with it, you may be asked for some further information relating to these.

Please ensure the employer placement lead knows to expect and look out for an email from Unifrog linking them to the placement form. Unifrog provide guidance on completing the form.

Further information and guidance about work experience and this process can be found overleaf.

If you have any queries or require any support at any point in the placement process, please do not hesitate to contact me by email at careers@framdurham.com or via the school office on 0191 3866628.

Your sincerely,

Mrs J Moss
Careers and Progression Lead

Useful Information for Placement Providers

Information requested as part of the Unifrog Placement Form

- Employer placement lead name, job title, email address and phone number
- Company's sector and number of employees
- What languages do students need to be able to speak?
- Have you hosted a placement before?
- Will the student ever be with an adult without another adult being present?
- Overview of the placement
- Does the placement and its environment carry any specific health risks additional to a low-risk workplace?
- Dress code
- Is PPE or other special safety equipment required?
- Working hours
- Eating and refreshment arrangements
- Confirm that your Employer's Liability Insurance policy covers work placements
- Insurance provider, policy number, expiry date
- Confirm that your company has a written, up to date and appropriate Risk Assessment
- Confirm that your company has a written, up to date and appropriate Health & Safety policy
- Confirm that your company will abide by data protection and privacy law

We will contact you nearer the time of the placement with final arrangements, however, if you have any questions in the meantime please email careers@framdurham.com. If any information or contact details change between now and the time of the placement, you can also update your Unifrog employer form at any time via the email link sent from Unifrog.

Further guidance for employers taking on a young person for work experience

If you are new to hosting work placements for students, you may find the following links useful:

Legal requirements surrounding work placements

<https://www.unifrog.org/placement/guides/placements-the-legals-explained>

General guidance and suggestions on how to run successful placements

<https://www.unifrog.org/placement/guides/for-employers-how-to-run-a-successful-placement>

Health and Safety Executive guidance on hosting placements:

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>