



January 2025

Dear Parent/Carer

Year 12 Work Experience 7 – 11 July 2025

I am writing to confirm arrangements for summer's work experience. Work experience gives students the chance to learn about what type of job they might enjoy, and also to develop their CV; we know it can be one of the most transformational experiences young people have during their education. This year we have designated the penultimate week of the summer term as work experience week for Year 12. Various organisations, including UCAS, individual universities and the CBI, have made it clear that, in addition to academic achievement, students need to demonstrate work-based skills and competencies.

Both university applications and applications for work and apprenticeships are becoming increasingly competitive; it is, therefore, advantageous that your child arranges to spend a week with an employer or organisation that specialises in the area of work or study in which they are especially interested. For example, if a particular interest is an Economics degree, work experience with a bank, management accountant, business or insurance company could be especially desirable. We appreciate that locating a good work placement is sometimes difficult and therefore we are hoping that by working with your child you can collectively broaden the network they are able to reach.

It is expected that your child will begin the process of networking and seeking placements now. This year, we are using [Unifrog](#) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health and Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree to the placement with the employer **first**, and then they will add the placement to their Unifrog account (the Placements tool can be found on the Unifrog homepage).
- The Unifrog system will then email the employer, the Parent/Carer, and the school, 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**. We are asking students to complete the *student initial form* by 9 May 2025.

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.
- If you have any questions, email admin@ashlyns.herts.sch.uk referencing Y12 Work Experience.

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

Work Experience week forms part of a bigger picture of experiences that Year 12 students need to build in order to stand out from other candidates competing for higher education places, apprenticeships and employment opportunities. Well-embedded employability skills, excellent employer references and strong academic achievement all build advantageous 'careers capital' for them.

Yours sincerely



Mr Church
Head of Year 12

Chesham Road, Berkhamsted, Hertfordshire HP4 3AH
T: 01442 863605
E: admin@ashlyns.herts.sch.uk www.ashlyns.herts.sch.uk

Head Teacher: James Shapland BSc, MSc