



Monday 17th March 2025

Re: Year 12 Work Experience

Dear Year 12 parents and carers,

We are delighted to be holding a Year 12 Work Experience Week between the 30th of June and the 3rd of July. The reason for the shortened week is that we have a year group trip to Essex University on 4th July. We will aim to support students as best we can in securing placements but we do put the onus on students to approach employers independently to secure placements appropriate to their interests and aspirations.

To help manage the process, all students will log their placements on the Unifrog platform, which all St Alban's 6th Form students have a subscription to. Through this platform they will record the employer details, who will then be contacted automatically to provide risk assessments and liability insurance details. You will also be contacted by the Unifrog platform and asked to read the risk assessment and agree the placement. Only once all of these sections have been agreed can the placement be finalised.

The linked video gives a great overview of the process: [Unifrog Placements tool: FAQs : Unifrog Blog](#)

We ask that students aim to have their employer agreed and on Unifrog by **16th May**. This gives us sufficient time to contact employers where necessary and follow up on any issues regarding information provided.

If you are able to offer any placements for students or have any friends or colleagues who are able to support our students, please get in touch with me directly. We are grateful for the support of our community.

With thanks for your ongoing support.

Yours faithfully,

M K Mirshemirani

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