

Year 10



PLACEMENT

Support Pack

DATE:

**Monday 7th - Friday 11th July
2025**

Introduction:

This year our careers and employability programme has been adjusted to reflect the challenges student, employers and the school were facing. A comprehensive employability week now replaces the previous model of work placements; however should students still wish to access this format it maybe permitted, under certain circumstances. The following booklet outlines the employability week 2025 and the process and expectations regarding students opting for the work placement option.

Year 10 CEIAG offer:

There are 2 options available to students. Students will only be able to select **ONE**.

Employability Week- **Default option**

Every student will undertake the following activities:

- Trip to an employer
- Trip to a university
- Mock interview with a local employer
- Enterprise day
- Undertake a range of careers and employability workshops & activities.

Work Experience Placement

- 5 days
- With an employer undertaking appropriate activities, set by the company.
- Self-sourced placement
- All placements will have to be fully vetted before being approved.

What happens next...

- All students are **automatically included in the employability week**.
- Employability week supplements our careers education offer for year 10.
- Students/parents do not need to do anything and students will attend school as normal.
- The specific details of trips, events and activities will be shared with all closer to the time.
- **If a student wants to opt into the work placement option, there is a specific set of requirements and process for them to follow.** This is detailed on the following pages..

The Work Placement Process (Summary)

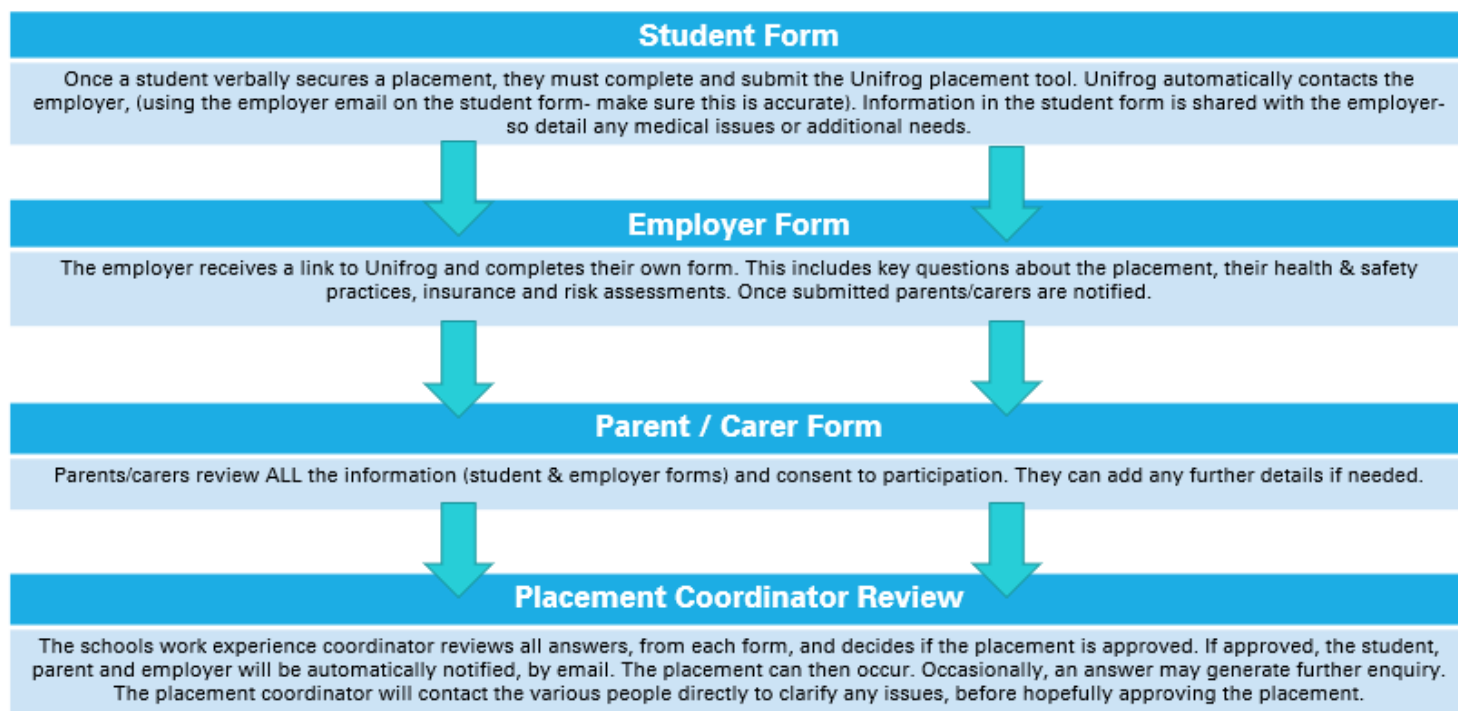
1. Student independently secures a placement
2. Student submits the placement details into the Placements tool on Unifrog (online careers platform)
3. Placement vetting occurs – this checks insurance and health and safety compliance with the employer (a series of online forms)
4. Notification of approval – Via email
5. Undertake the placement

Placement Vetting & Health and Safety

All placements will be vetted by the school/work experience coordinator. This process will utilise the **‘Placements Tool’ on Unifrog**. Once a student has verbally secured a placement, **they must** submit the placement details to Unifrog via the placement tool and student form. There will be a final deadline for all placements to be submitted onto Unifrog.

The placement vetting process is a series of forms- Student, Employer & Parent/carer. At each stage the individual is asked and inputs key information regarding the placement. Employers are either asked about, or required to share, their insurance, risk assessment and health & safety policy depending on the nature of the work experience and the organisations set-up. Employers are also asked to clarify other important information e.g. timings, clothing, food arrangements, lone working, placement activities etc. The flowchart below summaries the placement vetting process.

All students already have a Unifrog account, it is linked to their school email account. Further details on logging in and using the platform are outlined later in the booklet.



Placements MUST...

- Have **Employers Liability Insurance** (Public Liability is not the same)
- Have **written down Risk Assessments & Health & Safety Policies**
(These are a legal requirement for all company with 5+ employees)
- Be **outside** of your normal experiences- **NOT** current work/activities

Other Key information:

- A member of staff will 'check-in' with the employer and student during the placement.
- If students are eligible for free school meals, they can collect a packed lunch from school reception at the beginning of each day. Please speak to Mrs Mahloudji about arranging this.
- Students are expected to make their own way to/from the placement.
- The timings of the placement day are dependant on the employer hosting the student. They would normally be the same as other employees e.g. 9am-5pm
- If the placement is closed during the school week, students will be required in school for these days.
- If the students is ill during work experience , please inform both the employer & the school.

Work Placement Timeline

December 2024	Assembly- Introduction to employability week and work placement option.
March - April 2025	Assembly- reminder of options and further details on each. Students opting for a work placement should be actively contacting employers & making enquiries.
6 TH May 2025	Have verbally secured a placement and submitted the details onto Unifrog (placements tool)– this will trigger health & safety checks to start. No new placements can be added after this date.
On-going notification of placement approval - Via Email	
5 th June 2025	All decisions on placements will be made. Any placements still at the employer or parent/carer stage will be rejected. Placements at the school permission stage will try to be resolved but if the employer is not supporting a query, the placement will be rejected.
W/B 16 th June 2025	Student to contact placement provider again & remind them they will be attending shortly. Double check key information e.g. times, arrival, dress, lunch arrangements etc.
W/B 7 th July 2025	Undertake placement & complete a review

As soon as you have a placement secured, complete the placement tool (Unifrog).



P L A C E M E N T

Useful Information & Guides

The following pages include further support on the various stages of the work placement process. This includes:

- ⇒ Hints & Tips on finding a placement (Steps 1 & 2)
- ⇒ Information to gather once you have a placement (Step 3)
- ⇒ Sample email and phone conversations for making contact
- ⇒ Logging into Unifrog
- ⇒ A step-by-step guide in completing the student form on Unifrog
- ⇒ An employers guide to Unifrog

How to Find Work Experience – Hints & Tips

Step 1- Identify career areas of interest

To secure a meaningful and informative work experience opportunity, you need to have a rough idea of the sort of role you might want in the future. To do this, you can explore the following areas. If you already know what you would like to do in the future, research the role and then you can jump to step 2.

To generate career ideas, use Unifrog and other careers platforms to:

- Explore and research careers relating to your favourite subjects, hobbies or interests e.g. sport, music, fashion, working with people, numbers, or animals.
- Utilise the various quizzes on Unifrog and other sites to generate career ideas and research them further.
- Talk to your family and friends- what do they think you would be good at and why?

Useful Links:

Careers information & Job Profiles:

- ⇒ Unifrog – unifrog.org/sign-in
- ⇒ Career Quiz SACU - sacu-student.com/?page_id=2760 – Click on ‘NEW STUDENTS REGISTER’ & create an account.
- ⇒ UCAS- <https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs>
- ⇒ Prospects- <https://www.prospects.ac.uk/job-profiles>
- ⇒ National Careers Service- <https://nationalcareers.service.gov.uk/explore-careers>
- ⇒ Career Pilot- <https://www.careerpilot.org.uk/>

Other important things to think about when considering placements:

- The type of job sector/industry
- How far am I prepared to travel?
- Do I want to be office based? Inside? Outside or a mix?
- The type of clients or services I want to work with.
- How practical and hands-on do I want the role to be?

Step 2- Contacting Employers

- Next, you need to search for local companies operating in your career area of interest; creating a list of employers to contact. Use the following websites and Google to help with this. Input your career sector of interest and location e.g. ‘engineering’ ‘Coventry’.
 - ◇ <https://www.yell.com/>
 - ◇ <https://www.thomsonlocal.com/>
 - ◇ Also use the apprenticeship tool on Unifrog– companies that regularly employ apprentices are more likely to be able to offer work experience to young people. You also have the government apprenticeship website (findapprenticeship.service.gov.uk) & Get my First Job (getmyfirstjob.co.uk)

Your results will provide a list of employers to contact. It is recommended you briefly research each company before making contact. A sample email and phone conversation for making contact with employers is given later in this document.

Step 3 - When a placement is offered

Once an employer has agreed to host you for work experience you then need to gather all the key information, **ready** to complete the 'Placement Tool' on Unifrog.

Essential Placement information needed. Record the answers below.

Employer/Company Name:

Name of the employer contact supporting the placement:

Email of employer contact:

Telephone number:

Employer address:

Is this address where you will be working during your placement: Yes / No

Other placement details to check, make a note of answers, if needed.

- Start/finish times for the working day
- Lunch breaks and access to food- is there a canteen where you can purchase food? -
- Dress code
- Where and who do you report to on the first day and for the remainder of the placements? The first day can often be different as you may need to be introduced to staff, and go through health and safety/fire procedures before joining the relevant department.
- Clarify company objectives and expectations- What are they likely to ask you to do or what can't you do because of safety/training reasons?
- Clarify what you would like to experience- would you like to see a certain department, task or project and is it possible the company could facilitate this?



Now complete the Placement Tool on Unifrog AND ...

Inform the employer that there is a placement vetting process and for them to expect an email from an organisation called **Unifrog (it does get caught by Junk filters)**. You should share with them a copy of the employer's guide to Unifrog. This is located at the end of this document and an electronic copy is available on the school website, under the 'curriculum' tab. Link: ashgreenschool.org.uk/main/curriculum/work-experience

Step 4 - Wait for notification of approval

You can track the status of the placement through the vetting process on Unifrog, via the placement tool. Green means the stage is complete. Orange indicates the current position.

How to log into Unifrog for the first time

Student Unifrog accounts are linked to their **school email address**. Your school email address will look something like the example below. You will need to be able to access this account in order to log into Unifrog for the first time.

Your computer login handle, @ the school domain. For example:

ags-20abcd@ashgreenschool.org.uk

You can access the inbox to this email address in a few ways, see below:

- In school – once logged into a school computer, launch a webpage. One of the tiles that appears will be your email account.
- Outside of school – Via the school website and the ‘portal login’ function, at the bottom of the home page. Use your school ICT credentials to access. Once logged in, one of the tiles in the ‘quick links’ section will contain your email account.
- Outside of school– Via the outlook/office 365 sign in page. Use your school ICT credentials.

Once you can access your student email account, follow the steps below.

1. Sign in at: unifrog.org/sign-in
2. Select the ‘[Reset password/ resend welcome email](#)’ option.
3. Enter your school email address (any other will not work as it will be unknown to Unifrog at this point in time. You can link personal email addresses to Unifrog, in the future and if you want too).
4. You will now receive an email to your school account containing a new link to create/reset your password. Log in and follow the instructions to do this– check junk folders.
5. You should now be able to access Unifrog at any time. In the future, just visit the Unifrog sign in page and enter your details. Make sure you remember your password!
6. Once logged in, spend some time reviewing all the features and tools Unifrog has to offer. Start your careers research now. **Overview of tools below:**

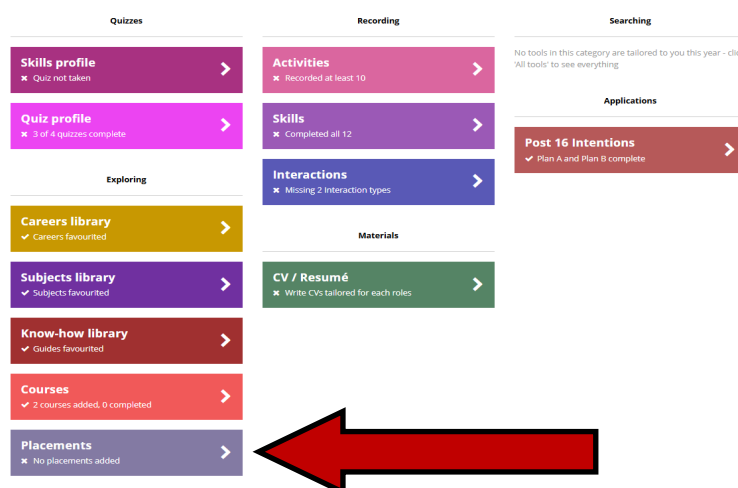
Exploring pathways	Recording what you've done	Searching for opportunities	Drafting application materials	Making applications
Careers library	Activities	UK universities	UK Personal Statement	Post 18 Intentions
Subjects library	Competencies	US universities	Classes	Locker
Know-how library	Interactions	European universities	Subject References	Applications list
MOOC		Oxbridge	CV / Résumé	
Personality profile		Canadian universities	Writing tool	
Interests profile		Asian universities	Common App Essay	
Read, Watch, Listen		Australasian universities	US recommenders	
Webinars		ME and African universities	Notes for Reference writers	
Placements		Irish universities		
		Special Opportunities		
		Events		

Step-by-Step Guide to completing the Placement Tool - Student Form

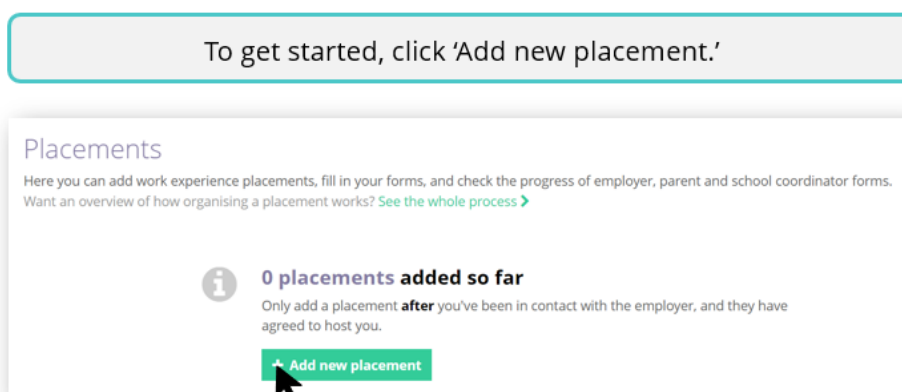
Key information to enter at each stage, is highlighted in red.

Step 1 – Log into Unifrog, from any internet enabled device. [Unifrog.org/sign-in](https://unifrog.org/sign-in)

Scrolled down to the 'Tool' area (various coloured tiles) and Launch the **Placements Tool**.



Step 2



Step 3 – This will generate the student form. Here you will be able to enter important details about your placement. The following images highlight key questions and responses for this form. Work through each, ensuring you are accurate and double check all details. Mistakes here will affect the speed and potential approval of the placement.

* In person or Virtual

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

Select 'in-Person'

All students are expected to be physically with an employer.

* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

Select 'Mrs Mahloudji'

Select the staff member at school/college who is coordinating your placement.

* Name of placement business / organisation

* Placement start date

Placement end date

* Describe the time commitment

The placement dates are:

7th July 2025 -

11th July 2025

Then enter the business name, placement dates, and time commitment.

For the time commitment input **'Full-time'** if your placement will be for 5 full days, Monday – Friday. Anything less, put 'Part-time' and note down which days you will **not** be at the placement e.g. not Wednesday. You will be expected to be in school on these days.

If your placement would like you to work a Saturday or Sunday, instead of a day in the week, complete the following. Record as full-time and detail which day you are not working and the alternative day e.g. Not Monday, Saturday 6th instead .

* Employer placement lead: name

* Employer placement lead: email

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email (again)

The employers email address is **very important**, recorded incorrectly will cause a failure in the delivery of the employer form or an email to an incorrect person! Either will delay the vetting process.

Enter the employer placement lead's name and email address.

! Double check that you've entered the email address correctly!

* Employer placement lead: phone number

* Placement country

* Placement address

* Placement postcode / zip code

Enter the placement lead's phone number and the location of the placement.

* Is this the workplace where you'll be based throughout the placement?

* Is this the workplace where you'll be based throughout the placement?

* Explain where you'll be based throughout the placement

Select whether or not the placement address is where you'll be based.

If you select 'no' then you'll need to explain where you'll be based.

Sometimes employers have multiple sites or the role requires attendance to a customers address. The school needs to know where you will be based and if you are likely to be 'offsite' at anytime.

* Will you live at home as normal during the placement?

* How will you travel to and from the placement?

* Will you live at home as normal during the placement?

* Explain where you'll live during the placement

* How will you travel to and from the placement?

If you select 'no' then you'll need to explain where you'll live during the placement.

* Your date of birth

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

It is essential you inform the employer of any illnesses, medical issues or special educational needs. Failure to do this could risk your safety or of those around you. Being honest about additional needs will help the employer manage the placement better and tailor the opportunity, wherever possible.

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.

We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.

If you select 'yes' then you'll need to provide a description.

If your placement is **in person**, you'll enter some additional information:

* Parent / guardian (who must also be your emergency contact)	Sally Cooper
* Parent / guardian email	sallycooper@example.com
Important: this must be correct, or we won't be able to progress the placement.	
* Parent / guardian email (again)	sallycooper@example.com

Enter your parent / guardian's name and email address.



Double check that you've entered the email address correctly!

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree ☒ Yes, I agree to **all four points** above.

Read the four points and tick 'Agree' to acknowledge your agreement.

Form finished? ☐ mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

[Add placement](#) or [cancel changes](#)

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

Ensure you mark the form as **'Finished'** and add the placement otherwise the next stage will not occur. You can input details and use the **'save'** function, at the bottom of the form, to store your progress and return to complete at a later date, if needed.

Unifrog
Scheduled for: **01 May 23 - 12 May 23** Type: **In person**

1	Student initial form	Completed on 21 March 2023	more
2	Employer initial form		more
3	Parent / Guardian agreement		more
4	School permission		more
5	School during-placement check-in		more
6	Employer review form		more
7	Student reflection form		more

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.

The view above will allow you to **track where your placement is** in the vetting process. Green means the form and stage is finished. Orange means this stage still needs completing. For example, the one above is waiting on the employer to complete their form.

Sample Email to enquire about work experience

Dear

Insert here ONE of the following:
A person's name, if known
Madam/Sir or
To Whom It May Concern - remove
the 'Dear' part if using this.

I am a year 10 student at Ash Green School, seeking a work experience opportunity from (INSERT DATES).

I am particularly interested in undertaking this opportunity with (insert company name here) because I am considering a career in (whatever they do/sector they operate in). I am a (list 2-3 key skills/qualities you think apply to you and will be important in the workplace) student, who is willing to attend an interview to discuss the matter further. I understand that providing a placement is a lot of effort for a company and would really appreciate the chance to work for (name of the company/organisation).

Should you have any reservations or concerns about accommodating a student, please feel free to contact me further or you can contact my school on the details below.

School Details:

Work Experience Coordinator: Rebecca Mahloudji

Ash Green School

Ash Green Lane

Coventry

CV7 9AH

Tel: 02476 366772

Email: rebecca.mahloudji@ashgreenschool.org.uk

I look forward to your response.

Yours Sincerely

(Type your Name)

REMEMBER: Ensure you use an appropriate email address. You have an email account as a student at Ash Green School which you can use, or you can create a new account through companies such as Google or Outlook. When creating a new account try to use your name and 1-2 numbers as the address. Utilising emails will be an important aspect of your working life.

When you get offered a placement:

Thank the company and collect the necessary information. Inform them about the school's placement vetting process that they will need to complete. Explain this will be via a platform called Unifrog and they should expect an email from them shortly (check junk/spam too). Share the employers guide to Unifrog with them (either via a link to the work experience section of the school website or your physical copy in the student support pack). Make sure you submit the work experience details on the placements tool, via Unifrog. This will generate the employers form for the company to complete.

Sample Telephone or face-to-face conversation

1. Greeting- e.g. Hi, Hello, Good Morning/afternoon
2. Introduce yourself and explain the reason for your call, for example- “My name is I am a year 10 student at Ash Green School, seeking a work experience opportunity from (insert dates). I am interested in undertaking this with (say company name here) is it possible to speak to someone about this?

REMEMBER: In this sort of scenario, you are unlikely to find yourself speaking directly to the person who can approve a work experience placement straight away. You are likely to be speaking to a receptionist or general enquires department.

3. The person is likely to either put your call through to the correct person/department, give you a direct contact number or email address or may go and find someone to come and talk to you -if you are there in person. Whichever happens you will probably need to introduce yourself again to the new contact. Do this by repeating steps 1 and 2 or using the sample email.
4. From here the conversation should start to flow naturally as the company asks questions and you answer them. Things to remember:
 - Be polite and take your time.
 - If appropriate, explain why you would like to undertake work experience with the company e.g. links to your careers aspiration, would like to get a better understanding of the sector etc.
 - Offer to attend an interview or complete an application form, if they require this.
 - Record and remember the name of the person you are speaking to- you will need this in the future or to get back in touch with them. Write it down.
5. If the company says they will get back to you and you have not heard anything after 2-3 weeks, contact them again. Ask for the person you spoke to before. Re-introduce yourself and politely remind them you were in contact with them a few weeks ago, and what it was about (work experience). Then, ask if the placement is possible.
6. If the answer is
 - ‘no’ thank the company for considering the placement and bid farewell. If they have reservations or concerns, inform them they could contact the school to discuss the matter (give them the work experience coordinators contact details, on the previous page).
 - If the answer is ‘Yes’ thank them, collect the necessary information (see step 3) and inform them about the school’s placement vetting process that they will need to complete. Explain this will be via a platform called Unifrog and they should expect an email from them shortly (check junk/spam too). Share the employers guide to Unifrog with them (either via a link to the work experience section of the school website or your physical copy in the student support pack). Make sure you submit the work experience details on the placements tool, via Unifrog. This will generate the employers form for the company to complete.


Guide for Employers

Thank you for agreeing to host a student from Ash Green School for their work placement. The student/school should be sharing this document with you when they have received confirmation you are willing to host them- **At this point the placement has been secured but not yet fully approved.**

All placements will need to go through the schools recording and vetting process. This system allows the school to capture key information about each student's placement and take reasonable steps to ensure the employer has the appropriate aspects in place to host students. It also ensures you have the necessary information about the student e.g., medical conditions. The vetting process utilises the **Unifrog Placements Tool**. Your part should only take approximately 10-15 minutes to complete. An overview of the vetting process is below.

The Unifrog placements tool is **essentially a series of forms**, which need to be completed by specific people, at specific times (sequentially). Woven through the forms are explanations of technical terms, plus best practice guidance. As soon as one person fills in a form, the next person in the chain is notified, so the whole process hopefully runs smoothly and automatically. You will be notified, via email, when you need to complete your form and of any updates.

The stages of the vetting process are below, with a copy of the questions employers will be asked at the end of this document.



Student Form- The student adds a 'new placement' onto the Unifrog platform. They will input key information about themselves and the employer/organisation. The name of a contact within the work placement organisation and their email address is very important to the student form. ***Please ensure students have the best contact details for the most appropriate individual within the company.***

Employer Form- This form requests a brief placement overview, as well as information on the employer's insurance, risk assessments and health & safety systems. It will also ask for clarification on a few housekeeping details and the placement set-up/environment. This form has branching and depending on your answers you may/may not be asked for further information. A copy of the main questions is attached to this document.

Parent/Carer Form- Parents review all the information from the student and employer form and give their consent for participation.

School Permission- The school coordinator reviews all information and decides on final approval. At this stage the school coordinator may contact an employer directly to clarify any information or discuss the placement further, but only if needed.

Once a placement is fully approved all parties are notified via email. ***It is only on receipt of this email will a placement be formally agreed and can be undertaken.*** Providing all parties complete their forms in a comprehensive and responsive manner, then the vetting process can occur very quickly.

Occasionally the automatic emails from Unifrog hit spam filters. Once you have verbally agreed to host a student, please look out for these emails.

AGS School Work Experience Coordinator

Name: Rebecca Mahloudji

Tel: 024676 366772

Email: rebecca.mahloudji@ashgreenschool.org.uk

PLEASE NOTE:

For a placement to be approved the company must have the following:

- ⇒ Employers Liability Insurance (public liability is not sufficient)
- ⇒ Written down risk assessments & health & safety policies

Unifrog Employers Questions:

Please note: the form contains branching. Your answers will determine which questions you receive and if you need to upload any documentation.

All employers are required to **share a copy of their current Employers Liability Insurance certificate**. Only some employers will be asked to share copies of risk assessments and health & safety policies. These requests are dependent on whether an organisation has hosted students before, the risks associated with the placement and any medical or special educational needs the student may have.

Employer Form Questions:

- Employer placement lead name, job title, email address, phone number
- Confirmation of:
 - Start date and end dates.
 - Time commitment
 - Address
 - Whether this address is where the student will be based throughout the placement.
- Organisation's sector & number of employees (ranges given).
- What languages do students need to be able to speak?
- Have you hosted a placement before?
- Overview of the placement- *a short summary of the sorts of activities students will likely undertake*.
- Will the student ever be with an adult without another adult being present? (Lone working)
- Does the student need a criminal record (e.g. DBS) check?
- 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.
- Confirmation that your organisation has Employers' Liability Insurance, and the policy covers work placements.
- Insurance provider, policy number & expiry date.
- Confirmation that your organisation has a written, up to date and appropriate Risk Assessment.
- Confirmation that your organisation will follow Covid safety guidance.
- Confirmation that your organisation has a written, up to date and appropriate Health & Safety policy.
- Confirmation that your organisation will abide by data protection and privacy law.
- Confirmation that you will follow the safeguarding policy- information on how to raise a concern will be given here.

Hello! You've been invited to host an **In-person Placement** for Alex

Let's make it happen

Alex has invited you to be an employer placement lead. **The next stage is for you to fill in a short form**, giving information about the placement you will very excellently host.

Start and End date:

1 April 2022 - Ongoing

Location:

8 The High Street, London, United Kingdom, E2 8HD

What now?

Complete the Employer initial form

Complete it now

Button not working? Here's the link: <https://www.unifrog.org/placement/employer-initial/b9hade4fc3s8dfu5d0xcd254ra037b>

Note: this form will expire.

Contacting people

The student: Alex alex@unifrog.org

The school placement coordinator: Mr Alex Kelly alex@unifrog.org

Some expert guidance

Here's an overview of [how placements work on Unifrog](#)

What's this all about?

Alex Kelly, a student at Secondary Example, has added you as the employer placement lead for an in person placement, that Alex has said will start on 1 April 2022. Alex should have agreed this with you before you got this email - hopefully all this is not a surprise!

We are Unifrog, an online platform that helps students find and apply for their best next step after school, and the Placements tool is one of the tools that make up our platform - it helps schools with the administration behind running work experience, work shadowing, T-level placements, internships. Secondary Example subscribes to our service. If you want to find out more about us, please [check out our site](#). Ps thank you for hosting a placement - it's really awesome of you to do so.

Providing any documentation needed is to hand, the form **should only take 10 minutes**.

You can save information and return later, if needed. To continue the process employers must mark their form as **'finished'** then submit.

Thank you for agreeing to support our students with work experience. The opportunity is a valuable part of their transition to the working world. Should you have any questions please contact the school placement coordinator, details above.

Following the placement, you will be invited to leave the student feedback. This is not compulsory but will be valuable to the student and their learning experience. We would greatly appreciate your support with the completion of this.