16th December 2024,

**Re: Year 10 Work Experience 2025 - Preparation**

Dear Parent/Carer,

I am pleased to inform you that your child will have the opportunity to participate in **work experience (WEX).**This will be**in-person**from**7th–11th July 2025**. This opportunity is an integral part of their career development, providing them with valuable insights into the workplace and enhancing their skills and confidence as they prepare for their future pathways.

Year 10 students were informed about the WEX opportunity during an assembly last week Wednesday. They were also encouraged to take responsibility for finding a suitable work experience placement, with your support and guidance.

Year 10 students were also shown how to use **Unifrog** - a comprehensive destinations online platform designed to support career exploration and planning to help them during the work experience process. Over the coming months, they will take part in several focused sessions to enable them to make informed decisions about their work experience and prepare effectively for a successful WEX IN July. **The deadline to submit the first round of placements on Unifrog** is **just before the February half-term (Friday 14th February 2025).**

Each student has their own account where they can explore all the career and next step options available to them and find information on everything from managing their workload to writing a winning CV. Students have access to a wide variety of video and written content, and interactive quizzes and tests, including:

* **Quizzes:** Finding their interests, personality type, preferred work environment, and skillset.
* **Exploring pathways:** Explore careers, career sectors, subjects, sign up to free webinars, explore MOOCs and courses, and find wider reading materials.
* **Recording what you’ve done:** Record their in-class and extracurricular activities, record examples of their skills, and see the record of CEIAG events the school has added to their accounts.
* **Searching for opportunities:** Find scholarships, activities, and bursaries to support the Higher Education (HE) journey. Find and compare degrees in the UK and overseas, live apprenticeships, and Further Education (FE) courses.
* **Application materials / Making applications:** Write their CV, cover letter, Personal Statement, and more. Track their applications and record their Post 16 / 18 intentions.

We encourage you to engage with your child as they navigate this process and to explore Unifrog alongside them. The platform offers a wealth of resources to support students and parents in finding opportunities that align with their interests, skills, and career aspirations.

Please see the attached letter outlining the purpose and benefits of Unifrog, including guidance on how students and parents can access and utilise the platform to support career planning and work experience preparation.

We also encourage you to regularly check the school’s website for updates, news, and additional resources related to work experience and careers guidance.

If you have any questions or require further support, please don’t hesitate to contact me at [marhagba@greigcityacademy.co.uk](mailto:marhagba@greigcityacademy.co.uk). Thank you for your continued support in helping your child prepare for this exciting and meaningful experience.

Kind regards,

**Mrs Maureen Arhagba**

**Careers Leader**

**Head of Faculty Work Related Learning**