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A guide to Work Experience at LCS



Key Dates

Work Experience week is the first week in October.

Autumn term of Year 11
28th September – 2nd October 2026

Students need to secure a **5-day Work Experience Placement** during that week (Monday – Friday).

Must be within 'normal' working hours (i.e. 8am-4pm, 9am – 5pm).



How to get a placement

Students may be more successful in securing work experience placements using personal contacts including friends and family. We know that many local employers will be restricted in taking on students from local schools, due to changes in their working environments and practises.

If students are contacting employers directly, they will need to have their application letter and CV completed before they make contact. Internet research is key to finding local employers in areas of interest and students will need support to do this at home.

Applications to Derby Royal Hospital and Rolls Royce have their own application processes.

See the information about these on their own websites and encourage your child to get help from the Careers Library at school.

The Armed forces, police or emergency services do not take students for placements.



Support at school

- 3x PSHE lessons to prepare students for work experience ideas and how to apply.
- Careers Library (S16) Open at lunchtime on Tuesdays and Wednesdays where the Careers Team can help with e-mails, letters of application and CVs etc.
- We are unable to make 'cold calls' to local employers but we encourage students to look at local employers to contact via telephone or e-mail.



The Placement Tool on Unifrog

Students will notify school of an agreed placement via the online platform called Unifrog.

Your child has an individual logon to this system that they use in school.

The Placements Tool requires the following steps to be completed:

1. Once a student has a confirmed placement with an employer, the student completes the initial form on the Placements Tool.
2. This then prompts an e-mail to the employer to confirm all the placement details and to upload documents needed such as employer's liability and a relevant risk assessment.
3. On receipt of the employers information, Parents/Carers will receive an e-mail to confirm they are happy with the placement details.
4. Once this has all been done, school can then check the placement details and if all documents are correct and school is confident the placement is suitable, the placement co-ordinator can confirm the placement can go ahead.

No placements can go ahead without all of these steps being completed.

Students can check the status of their placement at any time and will need support from Parents/Carers to ensure all forms are completed by the deadlines set.



Employers need key information about the student to provide a meaningful Work Experience placement.

Please inform the employer if your child has:

- **Special Educational Needs:** this will help an employer design a week that suits them and they can make any adjustments to tasks and duties as needed.
- **Medical conditions:** this will support employers in providing a safe environment for your child and ensuring they know how to react in a medical emergency.

The Placements Tool on Unifrog has specific questions about this information and it is the responsibility of parents/carers to ensure the employer is fully aware of any needs.

Information for
Employers



Information and help documents

- A Copy of this PowerPoint presentation.
- Work Experience Parent Letter – includes the timeline and deadlines for the Placements Tool forms.
- A list of the information required for the Placements Tool forms.
- Association of British Insurers; Guide to insurance and work experience; health and safety information.
- Help videos from Unifrog about how to use the Placements Tool.

