Dear prospective employer

**Re: Year 10 Work Experience Week – 30th June to 4th July 2025**

I hope this letter finds you well. I am writing to inform you about our upcoming Work Experience Week at Ormiston Six Villages Academy for our Year 10 students, taking place from **Monday, 30th June to Friday, 4th July**.

Work experience provides our students with a valuable opportunity to develop key workplace skills, gain insight into different industries, and explore potential career paths. To ensure a meaningful and rewarding experience, we encourage students to take responsibility for securing their own placements with businesses and employers who are willing to support their development.

To facilitate the process, students will complete their placement applications through **Unifrog**, an online platform that streamlines the confirmation and compliance process. This makes the process far simpler and more efficient.

Once a student has secured a placement, Unifrog will contact employers via email to confirm details and obtain the necessary documentation, including health and safety certificates where applicable.

For businesses with **five or fewer employees**, there is no requirement to submit evidence of these documents. Instead, employers can simply upload a document titled **‘Not Required’** within the Unifrog system.

Guidance on how to use the Unifrog system can be found in the following links:

* [Placements: the legals explained : Unifrog Placement Guides](https://www.unifrog.org/placement/guides/placements-the-legals-explained)
* [How to... use the Placements tool : Unifrog Placement Guides](https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool)

We greatly appreciate the time and effort businesses invest in supporting young people’s education and career development. If you are interested in offering a placement or have any questions about the process, please do not hesitate to contact us.

Thank you for your support in shaping the future workforce. We look forward to working with you to provide our students with an insightful and enriching experience.



Kind regards

**Mr Chris Marsh**

Careers Leader

Ormiston Six Villages Academy