



Northstowe

Secondary College

Year 10

Work Experience

A Guide to Completing the Parent/Guardian's
Work Experience Placement Form



**Meridian
Trust**

Once the student and the employer have completed their forms, you should receive an email from Unifrog with a link to the parent/guardian's consent form. Click on the green button at the bottom of the email. If you have any problems, please contact careers@northstowe.education

2.

You should then be able to review all the information that the student and the employer have entered.

1.

You've been invited to agree to an In-person Placement for

Let's make it happen

has invited you to do the Parent / Guardian agreement for an in-person placement. This will only take a few moments; **the placement process can't continue until you've done it.**

Start and End date:

3rd July 2023—7th July 2023

Location:

123 Hill Lane, United Kingdom, CB24

Placement overview:

- Helping customers
- Replenishing stock
- Tidying and cleaning shelves
- Helping to order new stock
- Receiving and checking deliveries

What now?

Complete the Parent / Guardian agreement

Complete it now

You can then click on the green update button to confirm that you are happy for your child to undertake this placement.

The screenshot shows the Unifrog website interface for a parent agreement form. At the top, there is a navigation bar with links for ABOUT, BLOG, INSIGHTS, CASE STUDIES, JOBS, CONTACT, and a SIGN IN button. The main heading is "Parent agreement form" with a sub-heading "You're editing a Parent agreement form for an In person Placement for". Below this, there is a text box with instructions: "Please read the information below carefully. Give your agreement using the 'finished' button at the bottom of the form. If any of the information seems incorrect, raise with Sophie's placement lead at Swavesey Village College, Mrs Raven: sraven@swaveseyvc.co.uk". A purple box contains a note: "NB: This form link will expire in 324 days, 60 days after the placement is scheduled to start." Below this is a section titled "Details submitted by student:" with a table of information: "Student name, school and email", "Placement start and end dates" (3rd July 2023—7th July 2023), and "Placement type" (Full time). A large text block follows, stating: "You are aware that the placement provider has primary responsibility for the health and safety of the student; the school's legal role is to take reasonable steps to satisfy themselves that the employer is acting responsibly. For placement and health and safety purposes, young people on placements are considered the normal employees of the host organisation. What's this?". Below this is a question: "Do you agree to go on the placement described above?" with a reminder to check all information before agreeing. There are two radio button options: "Yes, I agree to go on the placement described above." and "No, I do not agree to go on the placement described above.". At the bottom, there is a "Finished?" section with a checkbox "Mark as finished and notify school for their permission for the placement to take place?" and a green "Update" button.

Details will then be sent back to the school in order for Health and Safety checks to be completed and the placement to be approved.