



## Downham Market Academy Work Experience

### Employer Information Sheet

#### Dates and Timings

Downham Market Academies work experience programme will run from Monday 18<sup>th</sup> of May until Friday 22<sup>nd</sup> of May 2026.

The hours that students work during their placement can be flexible and do not have to be within the hours of their normal school day, providing that parents are happy with the suggested timings.

#### The Process – Step 1

After agreeing to accept a student on a work experience placement, students will need to log the details of their placement on the school's work experience platform – Unifrog. The information students will need from you as the employer are:

- Full Name
- Email address
- Work times of their placement

#### The Process – Step 2

Once students have submitted the details of their placement on to Unifrog, an email will be sent to you the employer. This will contain a link for you to complete a form detailing further information about the work place experience you are providing for the student. As part of this information, employers will be asked to upload the following documents in order for the placement to go ahead:

- Employers' Liability Insurance Policy
- Risk Assessment
- Health and Safety Policy

#### The Process – Step 3

After the form has been submitted by the employer, all the details of the placement will be sent to the students parents/carers, who will need to confirm they are happy for their child to attend the work experience placement.

#### The Process – Step 4

Once parents have agreed to the work experience placement, all details will be passed on via Unifrog to the school's careers lead, Miss Webber, to give the final approval for the placement to go ahead.

#### Thank you!

If you have agreed to support any of our students on their work experience placements it is greatly appreciated. Work experience is a valuable part of a child education and without willing employers to support, it would not be possible for us to run this. If you are willing to support any other careers events taking place at DMA, please agree to being part of the database when completing the employer form sent to you by unifrog.

If you have any queries about any of the process or any general question, please get in touch with me via email – [bwebber@dma.tela.org.uk](mailto:bwebber@dma.tela.org.uk)