CALLINGTON COMMUNITY COLLEGE
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Website: www.callingtoncc.net
Principal: Mrs Wendy Ainsworth

October 2026

Year 10 and Year 12 Work Experience

Year 10 and Year 12 students are completing Work Experience during **Monday 28th June – Friday 2nd July 2027**. Work Experience is a part of Callington Community College's Enrichment Week and is an invaluable experience for all young people.

Request for Work Experience at your organisation
One or more of our students have expressed their interest in working within your organisation. Please therefore accept this letter as a request for a Callington Community College student to undertake Work Experience with you.

If you are able to accommodate this, please see the information below and then reply by email with all the requested details to the student who is requesting the work placement. We require this to be completed by, or on behalf of, the individual who will be responsible for the young person during their Work Experience week. This information will support the process and help us complete any digital paperwork that is required. Please provide:

1. Name of contact
2. Address of employer
3. Contact details (include email and phone number as a minimum)

What happens after you have emailed these details to the student?
Once you have emailed the above information to the student, all the details will be entered onto our Unifrog platform, which is being used by the College as a tracking system for our students taking part in Work Experience (Unifrog also provides careers information and advice to young people, helps them make informed decisions about what to do after school and advises them on Work Experience choices).

After the student submits their placement on Unifrog it will send an automatic email to the employer to complete their section, formally accepting the Work Experience Agreement for the student to work at your organisation.

Once the Work Experience is agreed, we would kindly request for the following information to be passed on to the student:

1. Confirm the dates and daily work times for the student to start and finish their work placement,
2. Confirm where the student should report to on the first day and who they should meet,
3. Confirm what the student should wear and what they should bring for the work placement,
4. Inform the student of any risk assessment matters that they should be aware of.

What happens during Work Experience Week?
During the Work Experience placement, a teacher or representative from the College will aim to visit the student to see how they are progressing. A survey/report will also be required from you on completion to confirm how they have done.

Thank you in advance for your support with Work Experience.

Yours faithfully

Mrs L K Hazeldine
Work Experience Manager

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