Hard Lane, St Helens, WA10 6PN. Tel: 01744 678 030
Email: **enquiries@cowleysthelens.org.uk** | **www.cowley.st-helens.sch.uk**

Principal: Mr R Cormack, BSc (Hons), N.P.Q.H

Student Name _____

Form _____

Student Cowley Email Address _____

Request for Work Experience Placement Monday and Tuesday (Term Time)

I am a student at Cowley Sixth Form. As part of our Careers programme, we are expected to complete Work Experience.

I am writing to ask if you would consider offering me a work placement. We use an online system called Unifrog to complete all relevant documentation. As an employer you will be asked to upload any information required, such as Business Insurance, Public Insurance and Employee Insurance.

We need the following information to start the process:

Your Full Name   _____

Business Name _____

Email Address _____

Telephone Number_____

Signature to contact and input details _____

You will be required to input the above information onto Unifrog.

If you have any questions about the work experience programme, please contact our careers team on cowleycareers@cowleysthelens.org.uk

Step-by-Step Guide

1. **Log In to Unifrog:** Go to the [Unifrog sign-in page](#) and use your established credentials.

2. **Navigate to Placements:** On your Unifrog homepage, scroll down and locate the "Exploring Pathways" section.

3. **Click the Placements Button:** Select the mauve "Placements" button to access the work experience tool.

4. **Enter Placement Details:** The form will then guide you to enter the required information, such as the employer's details, the placement dates, and any relevant insurance or health and safety information the employer needs to provide.

5. **Review and Submit:** Carefully review the information you've entered and submit the initial form to begin the work experience approval process.

Once the form has been completed onto Unifog Work Placement Tool, please return to the Careers Team.

Yours sincerely

Mrs. K. Smith
Careers Lead