



1<sup>st</sup> February 2022

Dear Parent/Carer,

**RE: Year 10 WORK EXPERIENCE**

In order to provide your son/daughter with the opportunity to learn more about industry and commerce and to allow him/her to experience the responsibilities of a working role in an adult environment, we intend to offer work experience placements to all Year 10 students WC Monday 11<sup>th</sup> July 2022

I appreciate that this might seem far away, but I wanted to allow students to give this some consideration and approach employers, to ensure that they have maximum opportunity to get find meaning placements.

Work experience provides each student with a valuable opportunity to develop their awareness and familiarity with the world of work, which can be recorded on their personal statements, CVs and job applications in the future. Additionally, work experience can provide an opportunity to develop key employability skills such as communication, teamwork, creativity and problem solving. The skills are highly valued by Colleges, Universities and employers alike.

As an integral part of the learning process, we would actively encourage and support all students to identify organisations who are able to offer a meaningful work experience placement. The process of contacting employers by telephone or letter and even attending interviews has been extremely valuable for previous students in preparation for applying for FE courses, apprenticeships, Universities or employment.

To help students find a work experience placement, they will be provided with access to a database, so they can search for opportunities related to their area of interest. Once your son/daughter has found an available placement that they wish to apply for, it is **their responsibility** to contact the placement provider to request and secure a work experience placement. They can do this either by telephone call, email or letter. We are asking that all students send a copy of their CV. They will be receiving lessons on each of these methods of communication during Personal Development lessons this half term. **Please see attached sheet with a step by step guide to using the database.**

Please note that detailed health and safety checks must be completed prior to any placement taking place. For this reason, it is essential that your son/daughter begins their search and contacts placement providers as soon as possible to allow for health and safety checks to take place. Placements within schools, hairdressers, sports facilities and the police are extremely popular – please make sure your son/daughter acts quickly if he/she wishes to gain work experience in one of these areas.

It is perfectly acceptable for a family member or friend to provide a placement for your son/daughter, however, their company/business must have **Employers Liability Insurance**. **If there is no insurance in place, unfortunately your son/daughter will not be able to attend the placement.** Students are reminded of the need to behave responsibly and with due care and attention when on work placement. To avoid risk of harm, Safety Measures Plc have been appointed by the school to carry out risk assessments and health and safety checks at **all placement providers**.

It is important for your son/daughter to consider their level of skills and achievements to ensure that the placement is sufficiently demanding to keep them occupied. There will be a wider variety of opportunities if your son/daughter can travel outside of the Newark area to Lincoln, Mansfield or Nottingham, if they are willing to travel.

In order for your son/daughter to take part in work experience week, please complete the attached consent form and return to form tutors as soon as possible but no later than **Friday 25<sup>th</sup> March 2022**. Please give details of any health problems that may restrict the type of work placement.

Finally, The Suthers School is actively building links with employers within our local community. If you or your company are able to offer work experience placements or visit school to deliver a talk or workshop to our students about your journey into the world of work, please let us know by calling the school on 01636 957690 and asking to speak to Mrs Wallbank.

Thank you for your support and should you have any concerns or questions, please do not hesitate to call.

Yours sincerely

Mr I Patel

School Leader

The Suthers School

**Year 10 Work Experience Placement Details – WC 11<sup>th</sup> July 2022**

**My personal details:**

Student's name.....Form .....

Address.....

.....Postcode.....

Date of birth.....

Email address of parent/carer.....

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**Details of my CONFIRMED placement**

Name of company.....

Name of contact at placement.....

Address of company.....

.....Postcode.....

Telephone number.....

Email address.....

Position applied for.....

Details of the type of work I will be doing.....

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I would like my son/daughter to do their work experience at the above organisation. My son/daughter has received written confirmation from the organisation that they can accommodate their request for work experience during WC 11<sup>th</sup> July 2022

Parent/carer signature.....Date.....

**Please return this reply slip to the office no later than Friday 25<sup>th</sup> March 2022**

## Generic Student Process to look at placements on the Work Experience Database.



- Go to: <http://safetymeasures.work-experience.co.uk>
- Click on Student Login
- User Name: **Suthersstudent**
- Password: **Suthers21#** (Note this MUST be a capital S)
- Click 'Search for Placements'
- Enter information into as many fields as required:
  - e.g. Choose 'Retail Business' from the category Drop down box, and enter NG5 in the Postcode.
- The results will show in a list at the bottom of the page.
- Click on the Job Title (e.g. Retail Asst)
  - This gives you more details of the job including address and contact details.
  - On the left hand side you can click to view the location on a 'Google Map'
  - Also a link is given to a Travel line Journey Planner to plan the route to get there.
  - At the bottom of the page it lets you know if the placement is Approved for Health and Safety and what date it expires. (you can still enquire with employers that have expired health and safety).
- There is also an option to print the page from here (prints Black and White)

**Please note agreement must be made with the employer to take the student on placement. Just because they are on the database does not mean they will take you on a placement**