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Dear Parent/Carer

What is Work Experience?

Hands-on learning about the world of work through doing 'work experience' is an essential part of Year 10. Participation has been proven to help students' personal and social development. Students also develop key employability skills. At this stage in their academic career we expect students to seek placements that will give them an idea about what it is like to go to work, not necessarily an experience related to their preferred career. To organise a work experience placement can take a long time. It involves input from the student, the academy and the employer. We recommend that students start to think about the experience they want, and then approach the organisations they would like to work with as early as possible in Year 10 – this must not be left until the last minute.

When will Work Experience take place?

Year 10 Work Experience will be for 5 days this academic year, 29th April – 3rd May 2019.

The following forms are enclosed:	What you need to do:
This guide	Read carefully and keep for further reference.
Self-Generated Placement Request Form	Once the placement has been arranged, this form must be completed and returned to Mr Nash via your child's tutor as soon as possible. The deadline for returning this form is 15th February 2019 .

Finding a Placement

- Students need to contact organisations directly, to enquire about work experience placements and organise their own placement, completing the enclosed paper work.
- If students have the opportunity through friends and family to arrange a placement for themselves, this is acceptable but they must hold a current Employer Liability Insurance.
- If you are having problems finding a placement please speak to Mr Nash, your tutor or your College Support Leader who will be happy to help you.

What happens next?

- The self-generated placement form must be completed and returned to school as soon as possible, the deadline is the 15th February 2019. The County Council will then carry out the relevant Health and Safety/Risk assessment checks on our behalf and a copy of the completed form and a letter will be returned to the student confirming the placement, prior to the placement commencing.

Travel

- When finding a work experience placement please be aware of travelling expenses and timetables. The Academy is unable to pay for or arrange transport.

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Determined to be...
'the best that we can be'

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Logbooks

Every student is asked to complete a logbook during their work experience week. When the student returns to school, the completed logbook should be handed to their form tutor. The logbook can be used by the student when applying for college, university or employment.

Preparation

Students will receive guidance and advice on workplace behaviour, health and safety, and other work related issues prior to their placement along with their logbook which also contains the Employer's report and a comments page for parents/carers.

What are the benefits of work experience for students?

Work experience provides students with the chance to experience the world of work. It is a preparation for life after TNHA.

A few of the many benefits are:-

- Being punctual, acting responsibly, doing routine tasks, and following instructions.
- There is the chance to practise knowledge and skills learnt in the classroom in a work setting.
- Developing skills for work; such as working with customers, learning new skills and using initiative to deal with different situations.
- An exposure to the world of work can help students develop a more mature attitude and increased motivation to study.
- Students have a chance to gain an understanding of a career path or opportunity from first-hand experience.
- Students gain a better understanding of how organisations work and what the work environment is like.
- Students have an opportunity to see the relevance of their school subjects to the work environment.
- Students increase their awareness of the range of opportunities within different organisations.

Expectations of the student

- Attend every day.
- Be punctual.
- Contact the employer and the school if they are unable to attend.
- Wear appropriate clothing.
- Use appropriate language and behaviour.
- Obey instructions.
- Be keen and willing to learn.

Why is work experience valued by employers?

Employers value work experience because... 'It helps young people to develop interpersonal skills with adults and become more aware of how typical businesses work'... 'it puts students into real work situations, and they begin to develop an awareness of many aspects of working life which can be extremely difficult to convey in school' ... 'many students are inspired by their work experience and having a career goal motivates them to achieve more in school. Some students are motivated to achieve more because they see how mundane the working lives of some unskilled staff can be without qualifications' ... 'many of the skills that employers want from an employee can be developed and refined during a work experience placement'. These skills are common to nearly all sectors of the work environment and include:

- Good verbal and written communication.
- Being able to work with others.
- The ability to plan and organise their working day.
- Being able to use their own judgement in different situations.
- Showing initiative and being self-motivated.
- Having the ability to solve problems.
- Being able to complete a task on time and to a budget.
- Being ICT literate.
- Being competent at working with numbers, data and information.

I am sure the 2019 Work Experience will be a great success. Please do not hesitate to contact your child's College Support Leader or myself if you require any further information or advice.

Yours faithfully

Mr Nash

Head of Key Stage 4

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