

October 2014

Work Experience 29th June 2015 to 10th July 2015

Dear Parent/Carer

As part of your child's Key Stage 4 studies it is a requirement that he/she will undertake a two week work experience programme.

As your child was advised at the briefing during Mr Yarwood's assembly on Friday 17th October, there is a commitment for our students to take part in a meaningful and valuable work experience placement. The placement may well be closely related to at least one of the Applied Learning courses they study. The Applied Learning subjects are: BTEC Science, Sport, Health and Social Care, Travel and Tourism and Business. For example, a student that studies Travel and Tourism may seek a placement in a Travel Agents.

Those students who do not take an Applied subject may want a placement linked to a potential future employment.

Attached is a Health Form for your completion and signature. This is a legal requirement and as such I would appreciate the form is returned to the academy **on or before Friday, 14th November 2014**. It is important that in due course we relay such information to the employer.

Also attached is a Self Placement Form. It would be preferable if as many students as possible could find a placement in a position that would give experience in an Applied Learning subject that they study or relate closely to a career within an employment sector that they may wish to pursue in the future. In our experience a self placement is the most successful way of gaining work experience as the student has been actively involved in its choice and is therefore committed to making the necessary effort to ensure a worthwhile experience. It is important that a copy of the Employer's Liability Insurance Certificate accompanies all Self Placement forms. These must be returned to the academy **by Friday 23th January 2015**.

Once a completed Self Placement Form is returned the information will be sent to Via Partnership (formerly Lancashire Education Business Partnership) for their ratification. The Academy works with Via Partnership to ensure that all work placements meet the necessary safety requirements.

If your child wishes to have two separate one week placements, **then a charge of £45 plus VAT will be payable to Via Partnership for the second placement.**

Although the academy has access to a small number of placements there are not nearly enough for everyone. If your child does not find her/his own placement we may be able to allocate one from this limited source. This could mean that she/he does not get her/his ideal choice and will have to accept what is allocated.

This is a very exciting and important time for our students and we have had numerous success stories from previous work placements. In the past students have been offered extended placements or apprenticeships upon leaving school or part time work when they reach their sixteenth birthday; some have even had offers of a full time job on leaving school. We understand that for some students, going out to work for the first time can be a daunting prospect. We would like to reassure all our students that staff, experienced in assisting them in the whole process, will be on hand for them every step of the way to offer support and guidance.

Even though we are currently in a difficult economic climate, we have found employers understand the value of work experience and still want to give opportunities to young people. There are many benefits to employers, including of course, the chance to work with the workforce of tomorrow.

Should you have any other questions or concerns please feel free to contact the Academy in accordance with the contact details below.

We would like to thank all students and parents for your support and help in arranging the work placements and we would like to pass on our best wishes to every student in anticipation of a successful work experience in the summer of 2015.

Yours sincerely

Christine Baran
Work Experience Coordinator

Derek Yarwood
Deputy Principal

NB. Key dates and Frequently Asked Questions follow

Key Dates

17 th October 2014	Presentation to students in assembly. Introductory letter sent home to parents / carers
14 th November 2014	Last day for Health Forms to be returned
23 rd January 2015	Deadline for completed Self Placement Forms to be returned to the Academy
19 th May 2015	The Academy issue final placement agreements to students
1 st June 2015	Deadline for Students to return signed placement agreement forms to the Academy
22 nd to 26 th June 2015	Final briefings to students. Progress Journals issued.
29 th June 2015	Work Experience starts
10 th July 2015	Work Experience ends

FAQ

- **What is Work Experience?**

Work Experience is an essential part of Key Stage 4 Work Related Learning. It has been proven to help student's personal and social development, as well aiding the development of key skills in a work environment, therefore vastly improving chances of employment.

- **When will Work Experience take place?**

The work experience will take place from Monday 29th June until Friday 10th July 2015. It is a requirement that all Key Stage 4 students undertake a work placement.

- **What happens now?**

The Work Experience Co-ordinator will be working very closely with all of the Year team. The Heads of House and the Progress Tutors will work with students to ensure everything runs as smoothly as possible.

- **How does my child find their own placement?**

All students are required to investigate and secure their own placement. The Academy will provide guidance to students on how they may approach prospective employers. Progress Tutors will support their students throughout the process. We also encourage parental support when searching for a suitable placement. In many cases parents / students will have family members / friends / contacts who may be able to offer work placements at their place of business. The employer will need to have all relevant insurances which will include in all cases, Employer Liability Insurance, as well as meeting required Health and Safety standards.

- **What type of work placement should my son/daughter be looking to secure?**

Where possible students should be looking to gain work experience within the employment sector they are considering as a future career choice. This will allow students to ask questions and make informed decisions as to whether this may be the correct career choice for them.

Prior to the work experience commencing all parents/carers will be formally notified of the final confirmation of the placement which will include the full contact details for the employer and any specific instructions / requirements.

All students will be fully briefed prior to attending their Work Experience about what is expected of them ie. punctuality, confidentiality, behaviour and clothing (some placements may require safety footwear eg. garages. This will be indicated on the placement agreement).

All students will receive a Work Experience Diary – Progress Journal; which MUST be completed and returned to the Academy.

Need any more information?

Please do not hesitate to contact the Work Experience Co-ordinator, Mrs Christine Baran:

Email: c.baran@hodgson.lancs.sch.uk

Telephone: 01253 882815