LPH/nmr

27 March 2024

Dear Parent/Carer,

**Year 12 Work Experience Week: Monday 24th – Friday 28th June 2024**

We are pleased to share that following a review of our current Careers provision, we would like to offer your young person compulsory work experience in the Summer Term. This educational activity is planned to increase pupils’ awareness of the world of work. This letter explains the aims and learning outcomes, details of work experience regulations, and clarifies what your young person needs to do next. The opportunity to undertake work experience will be from **Monday 24th – Friday 28th June 2024.**

**Aims of the Week**

Work experience provides students with a crucial opportunity to trial potential career paths or work with employers. Research shows that students who undertake work experience are better placed to make decisions about their post-18 pathways and future careers. Specifically, it provides:

·         Experience of the real world of work, including the attitude and skills needed to succeed.

·         Transferable skills and personal qualities which are highly sought by employers.

·         Insights into how their school curriculum might link to their future pathways.

·         A focus on goal setting so they can make informed decisions about their future careers.

·         Self-efficacy, adaptability, flexibility - crucial skills to meet career aspirations.

**Self-Placement**

At St Bernard’s High School, we encourage out students to find their own work experience placements. We consider the search process as valuable as the experience itself because students learn first-hand what it is like to search for employment and the processes involved in this.

**Tips for securing a placement**

·         ***Be proactive*** - encourage your young person to look for their own placement by searching company websites, LinkedIn, or messaging via social media.

·         ***Consider your local employer* - a**pplying in person and living close by is often appreciated.

·         ***Consider friends and family*** – this may open opportunities in their networks.

·         ***Persevere -*** You may need to apply for a few placements! Keep searching until you get one.

·         ***Consider practicalities*** - location of the placement, cost of travel and how you will get there.

·         ***CV*** – having a CV and cover letter to give or email can help to highlight your skills.

·         ***Careers Coordinator*** – do reach out to Mrs. Phillips for links to current opportunities.

**Useful links for advice on securing a placement**

[Ultimate Guides — Finding Work Experience (ucas.com)](https://ultimateguides.ucas.com/findingworkexperience/)

[For students: a guide to placements/work experience : Unifrog Blog](https://www.unifrog.org/know-how/for-students-a-guide-to-placements-work-experience)

[Unlock Exciting School Work Experience Opportunities! (speakersforschools.org)](https://www.speakersforschools.org/work-experience-opportunities/)

**Health and Safety, Safeguarding and Risk Assessment Procedures**

Following your young person’s sourcing of a work experience placement, the school will contact the placement to ensure that relevant Health and Safety regulations, insurance, safeguarding, and risk assessments are in place.

**How can my company host a Year 10 student for a Work Experience placement?**

Employers benefit from supporting and guiding young people to experience the workplace. St. Bernard's students are talented and capable – they could even become your future interns or employees! An experience you might offer could include a student utilising their unique skills to undertake a small and exciting project to investigate and report on.

If your company can host a Year 12 student, please email lph@stbernards.southend.sch.uk

by **Monday 6th May 2024.**

Your details will be shared with Year 12 students so they can contact you to see if you are willing to host them. Employer details will only be shared with students in Year 12 this academic year, not in subsequent years. As employers, we ask you to provide more details about the placement including confirming your risk assessment, health and safety, data protection and insurance details.

**Next-steps – documents and deadlines**

Encounters with employers and experiences of the workplace form a key part of a young person’s education. It is vital that set deadlines for return of paperwork are met. Without this, the school will be unable to proceed with your young person’s work placement.

Please find attached the following forms.

·         **Work Experience Agreement Form (return by Monday 22nd April 2024)**

·         **Medical and Consent Form** (**return by Monday 22nd April 2024)**

·         **Self-placement Form (return by Friday 10th May 2024)**

Please return forms, preferably electronically via email, as soon as possible, ***but no later than Friday 10th May 2024,*** to Mrs L Phillips: lph@stbernards.southend.sch.uk

We hope that this letter gives you an insight into the value and purpose of our week for engagement with employers and workplaces, as well as the procedures to ensure students secure and enjoy successful placements.

Please feel free to contact me by email if you have any further queries.

Yours sincerely,

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Mrs S Jackson Mrs L Phillips

Assistant Head and Head of Sixth Form Careers Coordinator