

7 November 2017

Dear Parent(s)/Carer(s)

**Year 10 Work Experience Monday 16 July - Friday 20 July 2018**

Work related learning continues to play a vital role in helping young people to gain the skills, qualifications and experience they need to meet the demands of adult life – it develops their understanding of the world of work and the economy, allows them to make informed career choices, and raises their awareness of the employability skills they need to build successful careers.

The value of work experience is proven to give students a real head start with their career progression and as such it is an expectation of the Academy that all **Year 10 students go out on a work experience placement.**

Students are expected to organise their own placements, although plenty of support is available. Placements should be within Somerset. We discourage placements with direct family members in order to challenge students to adapt to new and unfamiliar environments.

Students will be out on placement during term time, it is therefore essential that specific health & safety requirements are met to ensure that students are fully insured. Each placement has to be approved by an external organisation and it is therefore essential that the required paperwork is completed and returned within the specified deadline. **Employers offering placements must hold both Employer and Public Liability insurance.**

**In Brief:**

- Students are advised to write a CV/covering letter to send to employers.
- Students use the 'Learn About Work' database to give them ideas of potential placements
- Students contact employers to agree a placement **before** completing paperwork.
- Parent/Student completes a medical and a placement form.
- Completed paperwork returned to form tutors.
- Deadline to find a placement and submit paperwork is **Friday 23 March 2018.**

**Help/Support:**

- Work Experience Booklet: See 'News Section' on Academy website.
- Work Experience Database: <http://ssp.learnaboutwork.net/> (Form tutors will issue Log-in details). Use database to help find a suitable placement, you then need to contact the employer directly.
- Blank Medical and Placement Forms – 'News Section' on Academy website or from Form Tutors
- Study Centre – Books on CV Writing, etc.
- Careers Adviser – Tuesday/Thursday based in careers office in Huish Sixth.

We hope that all students will make the most of this exciting opportunity. Please direct any queries to form tutors, Jason Short (Pastoral Lead) or Emma Higman (Careers Adviser).

Yours sincerely

*Emma Higman*

**Mrs E Higman  
Independent Careers Adviser**