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Dear Parent/Carer

### **Year 10 Work Experience 2012**

Work Experience is an important part of the transition from school to employment and Work Experience planning has begun in school. We would like «Forename» to think about future careers and have the opportunity to explore what seeking a job and life at work are like.

Some students worry that they have not yet decided what career path they will follow after school and therefore have difficulty in selecting a work experience placement. It is important to realise that a "work experience" placement is for students to find out about the world of work, the different roles that take place within employers and how the roles operate together to achieve an objective. It is also an introduction to Health & Safety and the different rules and standards that operate in working life. Therefore, a placement does not have to be based upon a career choice, but if it is, then it may provide a greater insight into the future career.

All work placements will be checked and subject to approval by Connect SW Ltd. Connect SW has a website called "Webview" (<http://learnaboutwork.org/somerset>) which lists many types of occupations and details of employers who have taken students for work experience in the past. A PIN number will be provided shortly to enable your son/daughter to access this website from home or school.

Other sources of placements could be friends, relatives, neighbours, Yellow Pages or newspapers.

Students need to contact employers as quickly as possible by letter or telephone. This is part of the "work experience" as it reflects looking for that first job. All students will receive instruction in ICT lessons relating to letters to businesses and how to write a curriculum vitae (CV).

Safety of students is paramount. In general, students will not be allowed to operate machinery (such as engineering lathes, fork lift trucks etc), nor will placements that involve working below ground, at heights, or on water be approved. Also, working with close family or in "one-man-band" situations such as with self-employed electricians, will not be approved. Above all, students have to be realistic about placements they apply for and also realise that they have to get to and from the placement. The school does not provide transport for work experience placements.

Once a placement has been found and the employer indicated acceptance, students must complete an information form (available from me) and return the form to me for submission to Connect SW. At this stage, we will ask for parents/carers to sign a medical and consent form. The next stage is for Connect SW to check the employer and issue approval (or not). If approved, details of the placement will be sent to you along with a further consent form for your signature. Where "not approved", I'm afraid another placement will need to be sought.

Work Experience week for Year 10's will be week commencing Monday 26 March 2012.

All placements need to be notified to me preferably by Friday 16 December 2011, but in any event no later than Friday 31 January 2012, otherwise approval will not be possible. Students who have not found a suitable placement will be expected to attend school as usual.

Past experience has shown that students really benefit from work placements. Your support in helping your son or daughter to find a suitable placement will be greatly appreciated.

Any queries, please telephone Mr Williams or myself, sooner rather than later.

Yours truly

A handwritten signature in black ink, appearing to read 'B Poole', with a horizontal line underneath.

**B POOLE**  
**Head of Careers**