26th September 2023

Dear Parents/Carers

**Re: Year 10 Work Experience Programme**

I am writing to inform you that all Year 10 students will undertake work experience in the week commencing 1st July 2024. The work experience placement is expected to last for 5 days.

The statutory guidance is that by the age of 16 every pupil should have at least one experience of a workplace. All students are expected to participate in the initiative and have been briefed on the process.

Work experience aims to provide young people with an opportunity to expand their awareness of the world of work, increase economic understanding from outside the classroom and relate their studies to work and training.   In the past, this scheme has proved invaluable as means of professional and personal development.

Students are expected to find their own work experience placements, especially if they have an interest in a particular occupation (for example, sport and leisure, media, law, finance, engineering and construction trades).

Employers will expect students to show a keen interest and may ask for a current CV.  Guidance on how to produce a CV is part of the Character and Culture curriculum, and there is a sample CV and covering letter in the ‘Guide to finding a placement’ which I have circulated on Teams.

We would ask that parents/carers support your child in finding a suitable work experience placement and with ensuring that the required forms are completed by the deadline date below. Please note also that students will only be permitted to undertake work experience at a company that has Employer’s Liability Insurance and can provide details of their policy number, expiry date and name of the Insurance Company.

All students must have secured their work experience placement and obtained parental consent by **Monday 4th March 2024.**

We are using the ‘Unifrog’ software package to manage the work experience process this year. Students have been sent log-in details and instructions to their school email account. Once they have secured an offer of a placement, they will use this system to record the employer details. The employer will then be asked to confirm the offer of the placement, at which point, Unifrog will ask you to give parental consent. There is a useful video to explain this process [here](https://www.loom.com/share/77ea6253740441df8cb12d9406cb4233?sid=d0ccbf81-777a-4c8d-9d62-059cddd7a2fd).

The placement details will then be passed to Worcestershire Education Business Partnership to confirm that the legal Health and Safety requirements are in place.

Thank you in advance for your support and cooperation. If you have any questions or difficulties in finding a placement, please don’t hesitate to contact me at [ncopitch@emmausmac.com](mailto:ncopitch@emmausmac.com) or by phone through the school office.

Yours sincerely

Mrs N Copitch

Career Advisor