

Work Experience is an incredibly valuable programme, where students are given a wonderful opportunity to gain an insight into their chosen or potential career path, and into the world of work. The programme helps students build and develop their employability skills, gain essential first-hand experience, and stand out in their applications to 6th Forms, Colleges, Universities, and to potential Employers.

We are fully committed to supporting your child through this programme, but equally their commitment is essential. Your child will be expected to contact and arrange their own placement and secure their own work experience opportunity. Students will be representing their academy, so we expect the usual high standards from them all. Employers must be contacted in both a professional and respectful manner.

Research has shown that young people are more likely to be successful in finding employment when they have a proven track record of work experience. Taking part in the Work Experience Programme shows motivation and interest. Sometimes, work experience proves that the job or industry is not for you, this is good as you have tried it, identified skills that you need, and learned what you enjoy doing and what you don't enjoy doing. It is also about networking and possibly building up contacts for the future. You never know, it might lead to future employment or recommendations.

Your child should now be thinking about, and starting to arrange their own work experience placement for our programme taking place week commencing **Monday the 1st July 2024**. They should be putting together ideas, thinking about their interests and contemplating exactly what they hope to gain from their placement.

To help assist your child with their journey, we are pleased to be able to give them access to the new EBL Database 'Grofar'. This database contains the details of many employers who have offered work experience placements in the past.

Your child will be receiving an invitation to the Grofar database, accessing this system using their school email address or the username provided in the invitation to gain access to the same.

It is important that students contact employers **themselves** by either phone, letter, or email, as this is all part of their experience and builds on their communication skills. Students will usually be expected to write a letter of application and send a CV along with it. Do not forget there may well be other Schools trying to arrange their work experience placements too – so remember to stand out in your application and not to leave it too late.

Students must remember to include:

- Which Academy they are from and the contact details
- The name of their Work Experience Co-ordinator (Mrs Hoof)
- The dates of their placement (1st – 5th July 2024)
- Their name and contact details
- The reasons for their interest in their chosen placement.
- Anything else that will help them stand out in their application.

All employers must have **Employers Liability Insurance** in place and be able to provide evidence of this. Without this insurance, the EBL Team **will not** approve any business. This is to ensure the necessary insurances are in place should anything happen. It is essential your child checks with their employer that they have the relevant insurance in place covering a work experience placement **before** they submit any placements to the academy for approval.

We work alongside Telford & Wrekin Council's, **Education Business Links Team (EBL)**, who govern whether students can go out on work experience. The EBL Team ensure businesses offer valuable placements and carry out the required Health and Safety checks ensuring a safe environment is provided to students. The team tell us whether a placement is suitable and decide whether a student can take part in this experience. Any decision made by The EBL Team will be fully supported by the Academy.

It is important that placements are arranged quickly, and that we receive the information as soon as possible. The EBL Team will need to carry out a Health & Safety check well before the start of the placement – usually 3 months before the start date.

It is therefore essential that all placements are arranged and confirmed by the Employer no later than: **Friday 24th May 2024. Your child must inform the employer of any medical conditions or any additional requirements they may need during their placement too.**

Work experience is a very rewarding opportunity. Students gain new skills and knowledge of the world of work and we look forward to supporting them through their work experience journey.

If you have any queries, please do not hesitate to contact me.

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