



Ark Charter Academy

Tuesday 19th of November

Dear Parent/Guardian/Carer of a Year 10 student

Work Experience

You may have recently heard your child talking about Work Experience. This letter is intended to give you more details about the process of Work Experience and how we do it at Ark Charter.

Work experience can contribute to an individual's development by:

- Increasing motivation to study.
- Clarifying the relationship between the curriculum and the outside world.

I believe that the learning that takes place during this two-week placement and the subsequent follow up work that is undertaken in school after the placement is invaluable to many pupils' maturation not only as a person, but in terms of their general career thinking.

Ark Charter Academy pupils currently undertake their work experience placements in the Spring term of Year 10. Our dates for this year are 23rd March – 3rd of April.

We deliberately chose earlier dates to avoid clashing with other local schools going out to Work Experience. However, occasionally **some of the more popular occupational areas can regrettably become over-subscribed.**

As a school we work with a partner organisation EBP South, who help organise and manage Work Experience placements for our pupils.

Representatives from the EBP South have already been in school and will continue to come in to ensure all students are confident using the online database and booking process.

EBP South has a database of employers who are prepared to offer their time and services to facilitate our work experience needs. Over the next few weeks pupils will have the opportunity to discuss with their form tutor, their friends and of course yourselves, which type of occupational area they would like to enter for their work experience.

At this stage I would like to emphasise that we are talking about work experience and not a job trial.



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Pupils will be able to use the system wherever internet access is available, this means that pupils will be able to search and apply for placements at home as well as in school. Parents/guardians will also be able to track the progress of the pupil's applications. We have arranged two catch-up sessions for those who missed the main login session, on the 27th and 28th of November, during tutor time, in L3-05.

It is possible for pupils or their parents to arrange for an "Own Placement". This would be with a company or organisation that you have approached yourselves.

In these circumstances the **"Own Placement"** form would need to be completed by this employer, and yourselves (students can get the form from Mrs Barry or Mrs Riches); EBP South would then contact the organisation to discuss the aims and objectives of work experience, to check on the working environment ensuring that it was safe and suitable for young people undertaking work experience; and that the organisation had the relevant employer's liability insurance.

- We will require **all** pupils to complete, either an Own Placement form, or complete the online application process during which they can choose up to four work experience choices, along with information about which geographical area they can get to and transport details. Pupils and parents **MUST** make sure that the pupils are able to get to the placements they apply for. You need to do this before you submit the application.

At first sight these four choices may seem far too many, but it must be remembered that with potentially several local schools all vying for similar placements, not all pupils will get their first choices. **Flexibility in approach is essential.**

Your signature on a consent form will be required and indicates that you have read the form and approve of your child's placement choices. Please only choose occupational areas that they are genuinely interested in and can get transport to and from. All applications should be made no later than the 20th of December.

You cannot apply for Online and Own Placements at the same time.

NB!

Once an employer has accepted a pupil for a placement;

- If you do not accept the placement, a charge of £35 will be incurred.
- If you wish to change placement, a charge of £35 will be incurred.



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Aims of Work Experience

- To help pupils discover a sense of their own skills, talents, interests and aspirations within the context of work.
- To give pupils an opportunity to gain first-hand experience of typical working conditions, including health and safety, employer expectations and the rights and responsibilities of both employers and employees.
- To give pupils an understanding of why public and private organisations are important for the wealth and welfare of the country and to discover how they are organised.
- To give pupils an insight into the changing nature of work; and the current and prospective local labour market situation.
- For pupils to gain an understanding of adult working relationships and to develop a sense of responsibility.
- To help pupils explore the link between school and the key skills which are needed in working life.
- To give pupils a chance to find out at first-hand about jobs and careers.
- To give pupils a chance to experience an interview situation and to review their own personal presentation skills.

We will be holding preparation assemblies and workshops on Work Experience expectations after Christmas, once students have their places confirmed.

We hope that students find this opportunity to engage with the world of work both exciting and useful.

Should you require any further information or clarification, please do not hesitate to contact me via School reception on 023 9282 4204.

Yours sincerely

Mrs Riches
Careers Lead



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