

25<sup>th</sup> October 2024

### Information about Year 10 Work Experience 24/25

Dear Parent/Carer,

Thank you to those Parents/Carers who attended the work experience information evening on 23<sup>rd</sup> October. For Parents/Carers who were unable to attend, this letter provides a summary of the main information that you need to be aware of.

On behalf of Ernulf Academy I am delighted to announce the details of work experience for Year 10. Work experience is considered part of scholar education, and all scholars are expected to participate in this valuable experience. After work experience, we notice that scholars have built confidence and celebrated skills and achievements that they never knew they had in them!

Work experience enables scholars to gain different insight into careers but more importantly, the workplace. It will develop the employability skills of scholars and give them tangible experience that they can acknowledge on CV's. Work experience is not always about undertaking the job that a scholar wants to do when they're older and it isn't a waste of time if it's not in the job sector that the scholar wants.

We encourage scholars to self arrange placements. If they know someone or contact a company who would be willing to take them on, then scholars need a 'Scholar Own Placement' form. This is available from the Miss Davies or Ms Oliveira. Once an employer has filled in the form, the scholar should hand it in to Scholar Admin and we will start to look at processing the placement.

For scholars who are **unable to self arrange**, please do not worry. The Careers Department at school will endeavour to find scholars a placement. This will be done by another ONLINE platform that scholars have been shown how to access during the enrichment day. We use a company called the Employability Partnership who canvas the local area to find placements for our scholars. Scholars will have up to four choices to make from the database. They will need to read through job descriptions and travel arrangements and select from the list provided. By using all four options, they will be more likely to get a placement of their choice.

All placements, whether self arranged or sourced by school, will undergo stringent checks and risk assessments. This information will be sent to school where the information will be shared and agreed with parents/carers and scholars.

I recognise that work experience can be a daunting prospect for many scholars. I would like to reassure you that here at school we will take every opportunity to support your child with preparation for this experience. Scholars will learn about different job sectors in Tutor sessions and prepare for interviews in PSHE lessons and through mock interviews. They will also learn about health and safety in the workplace. Scholars will be contacted and visited by school staff when on placement. We will also directly support any scholar with a specific support need. For any scholar, the thought of work experience can bring anxiety. If this feeling becomes overwhelming, I would urge you to let me know so that I can reassure you and your child. Below is a list of questions frequently asked about work experience by scholars.

**Is there a job role I can't do?** – There are some restrictions due to age but if you're unsure ask the Careers Department.

**Do I have to work weekend hours?** – If you work a day on a weekend then you will have a day off in the week.

**Can I do school hours?** – It is completely up to your employer.

**Can I work on an evening?** – Yes but you will need to discuss this with the Careers Department to make sure that the hours are ok.

**Can I do my work experience somewhere else in the country?** – Yes. If you have a family member that you can live with this is possible. You will need to speak to the Careers Department about this.

**Can I take my phone?** – Yes! But when working your employer may require your phone to be put away.

**What should I wear?** – It depends on what you do. If it is a self-arranged placement, the employer will let you know, if it is from the database it will be outlined in the job description.

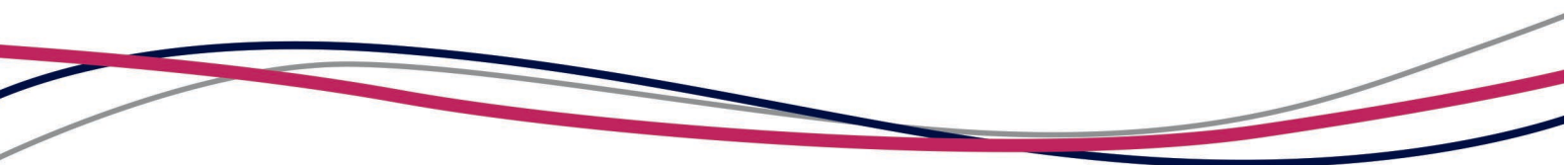
**What if it's really boring?** – Work is sometimes boring! It's about cracking on, developing your resilience and using your initiative by asking if there's anything you can do for your employer! It'll make you look fantastic!

**What happens if I haven't got the placement that I want?** - The Careers Department cannot guarantee that you'll get what you want but we can promise you that we will make every effort to get you a placement. And remember, it's about the experience of work that we're looking at here before the actual career.

**What if it's past school hours and there's an emergency and I can't get in contact with school?** – Miss Davies will have an emergency mobile number during work experience so you can get in contact.

**What if I have to have an interview?** – We will help you prepare for this. You'll be doing lots of preparation for interviews this year.

I would encourage scholars to start thinking about what they want to do for work experience. Scholars have already started to self arrange and placements are being snapped up. I will be in touch throughout the year



about work experience. In the meantime, feel free to contact me at school if you have any further questions. I look forward to working with Year 10 on this exciting step in their education.

Yours sincerely,

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