

Dear Parent/Carer

Our intention is that your son/daughter will have the opportunity of a work experience placement as part of their participation of the Hanson Careers Programme. The placement will be for a period of one week and will take place in the week commencing the 22nd June 2020 (enrichment week).

Work experience can confirm raise career aspirations and help students to realise what career might be right for them. One of the purposes of work experience is that it allows students to gain an insight into a career. The right work experience enables students to see for themselves a snapshot of what working in that particular career could be like. It also provides students with future employability skills that the world of work is looking for.

The designated work experience week is fast approaching and there is still a large amount of students who have not found a work placement. **Students who have not found a work placement will be in school as normal – however, it is our objective to try get every year 10 student on work experience.**

The most efficient way of finding work experience is for students to find their own placement using family networks and the local area. The process for the students finding their own placements is as follows;

- 1) Student identifies potential placement and contacts employer for confirmation (parents can also contact the employer for students)
- 2) If accepted, the student will then need to get an OP (own placement) form from school - these can be requested from Mr Swaine in office 211 or The Careers Hub (room 115).
- 3) The OP form has three parts; Company/Placement Details, Student Details and School Details. The student will need to get the Company/Placement Details section filled out by the employer.
- 4) The OP form has to be then brought back into school – these will need to be handed back into Mr Swaine.

If students are unable to secure a placement on their own, then we will make every effort to secure a placement within their chosen fields of interest, however this cannot be guaranteed.

If you would like an appointment to discuss Work Experience in person please contact the school and ask for Mr Swaine. We have set ourselves a deadline of Friday 22nd May for every student to have found a placement.

Yours faithfully,



Mr. Swaine (Careers Leader)