



September 2018

Dear Parent

### **Year 10 Work Experience 18 – 22 March 2019**

In today's competitive labour market, employers are looking for more than a good exam results, they want young people with the skills and experiences to succeed in the workplace. At the Carlton Academy, it is our aim that all students are equipped with these skills, qualities and capabilities required by not only the UK labour market but the global job market too. Our Careers and Aspirations team work with students to provide a variety of career-themed events and activities including careers interviews and ECO days, so that all students get a wider understanding of the world of work and their potential within it.

All Year 10 students will take part in **Year 10 Work Experience Placement**, which will begin on **Monday 18 March 2018** and will last for the whole week. During this week, all of our Year 10 students take part in a work placement, and will be spending the week learning valuable skills about what it means to be a member of the UK workforce.

Our objectives for the week are for our students to;

- gain an insight into participating into the world of work
- increase self-confidence.
- develop communication skills.
- improve team work skills
- develop independence

Our aim is for all Year 10 students to find their own Work Experience placement. They can do this either through

- a friend or family member who may be willing to take on a work experience student, or by;
- using the Futures Work Experience website provided by the Academy to search for available placements

To support students in finding a place, we will be offering advice on 'CV Writing', 'interview technique' and 'Expectations in the Workplace'. However, it is important that your child begin exploring work experience opportunities as soon as possible, as over recent years there have been more restrictions on placing students because of health and safety regulations. **Students will not be allowed to attend a placement if it has not been cleared for health and safety.** We will organise Health and Safety Checks once we have details of the employer



Due to the time needed for health and safety checks, the **deadlines for any applications will be the Friday 7 December 2018**. The application forms will need to be completed and returned to Student Reception or to Mr Powdrill.

To support process;

- computer suites will be made available for students to research at lunchtimes and after school
- the Work Experience Team will be available during lunchtime and after school on Tuesdays and Fridays. Telephone facilities can also be provided.

If students are unable to find their own placement, they may be placed into a placement by our team.

We thank you for your support in this process, and invite you to contact us at the Academy with any issues.

Regards

Mr S Powdrill

**Work Experience Co-ordinator.**

[s.powdrill@theacademycarlton.org](mailto:s.powdrill@theacademycarlton.org)

Mr J Harris

**Assistant Headteacher**

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## Attachment 1: Ways to Book a Placement

### Example 1: Finding your own placement

- **What professions are you interested in?**

Think about what you might like to do when you leave education. In the past, some students have been interested in being a mechanic, working in the fire service or working in a primary school.

- **Do you or your family know anybody that works in a company in that profession?**

If so, you might want to talk them about whether they take students on work experience placements.

- **Make contact**

You could start by making telephone contact and ask them “Hello, my name is ..... and I’m a student at the Carlton Academy. This year we will be doing work experience, and I am interested in doing my placement at your company.”

If that is successful, ask to speak to whoever is in charge of setting the placements up. Don’t forget that the date for work experience is the week commencing **18<sup>th</sup> March 2019**.

You may need to send an email, and we have put a sample email in StudentShare/Careers for you to look at.

If you are unsure, or a bit nervous about making contact, please come and see Mr. Powdrill in SC7 or the staff room, and we can make arrangements to help you through this.

If you are finding a placement yourself, the company must be an employer of people. We are not allowed to let students go on placements with sole traders. And all employers must have **employers liability insurance**.

We must have **all the company details ASAP and no later than 7<sup>th</sup> December 2018**. Otherwise we cannot guarantee health and safety checks will be done in time for work experience. When you have made contact with the employer to agree the placement with them, fill in the application form and hand it to the Student Reception.

You should let the employer know that it may be necessary to have a short visit from a health and safety officer from Futures. This is check that the area where you will be on placement is appropriate, and that the company has the correct insurance certificates (such as **Employers' Insurance and Public Liability Insurance**).

### **Example 2: Finding a placement through the work experience website**

It's well worth taking some time to think about what you might want to do once you leave full time education. Our students have gone on to all sorts of different jobs including accountancy, mechanics, nurses, teachers, policemen – in fact, almost anything. This is your opportunity to see what working in that profession is like.

The Academy has made sure that all Year 10 students can access the Futures website, which contains a large list of all the local employers who will take work experience placements, and who have already been health and safety tested.

<https://notts.work-experience.co.uk/>

Each student will have their own username and password, and they can use any web browser to search for jobs. So they can do this at home, or at school in one of the many computer rooms during break or lunchtimes.

One of the work experience team will be around on Tuesdays or Fridays in order to offer help for this.

Once you've found a placement, you'll need to make contact with the employer to check whether the date of **18<sup>th</sup> March 2019** is available.

Following this, you will need to fill in the application form and hand in to Student Reception as soon as possible, and **no later than 7<sup>th</sup> November 2018**.

***Please note, because this database is open to the whole of Nottingham, the best places will go early, so we advise you to get onto the website as soon as possible in order to get the placement that really suits you.***

**Work Experience Application Form**  
**Week beginning Monday 18 March 2019**

To be completed by the student and the company

**(Please hand this to Mr S Powdrill, once your placement has been agreed)**



Name of student: \_\_\_\_\_ Form: \_\_\_\_\_

Name and address of the company/organisation including department (if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Contact Name and title : \_\_\_\_\_

Email Address: \_\_\_\_\_

Please give a brief description of the job and possible tasks:

\_\_\_\_\_

\_\_\_\_\_

For employer use

It would be useful if you could supply the following details to enable your work experience student to fit more easily into your organisation:

Days and hours of work: \_\_\_\_\_

Any special clothing/footwear needed (please state if the student needs to provide any special clothing): \_\_\_\_\_

Any special working conditions: \_\_\_\_\_

Any other information you feel would be helpful: \_\_\_\_\_

**Parental Consent**

I give permission for my child to undertake a work experience placement as detailed above.

Print Name: \_\_\_\_\_  
(Parent/Carer)

Signed: \_\_\_\_\_

**On completion of this form please return to: Mr S Powdrill**

*For office use only*

*Date received by Academy*

*Date requested on wex website:*