



30th November 2021

Dear Parent/Carer

Year 10 Work Experience- Monday 18th July – Friday 22nd July 2022

I am writing to inform you about Work Experience and to make sure that you are aware of what steps your child needs to take to ensure they secure a placement. Last week the year 10s all attended an assembly to introduce work experience and explain its importance and benefits. The attached video is a useful introduction for parents.

[work experience introduction clip](#)

Students need to begin to start thinking about possible placements and have been made aware of the requirements. All placements **must hold up to date employer's liability insurance** meaning that work experience with sole traders is not permitted. We employ Careers South West to complete health and safety checks and each placement must pass these checks in order to be able to take a student.

Students can either find their own placement or may wish to use an online platform which shows details of employers who have taken students in the past. We cannot guarantee that the businesses on this website will be taking students for this academic year but it will be a good starting point.

Website details – <http://devon.learnaboutwork.org>,

log in information- Clyst Student 6200

Students will be given guidance as to how to use this website in school and I will produce a help video so that you are also aware of how this can be used.

Students will start to put together both a letter and CV in CPS and tutor times. They will all be set an assignment in the Year 10 team which will have all of the details and supporting documents to help them. Students need to make sure both of these documents have been checked before they are sent off. I am sure those employers will be impressed with the level of effort that students are going to and this will make them much more likely to secure a placement. Often student receive a much more positive response if they phone to enquire about work experience before sending through their CV as it shows they are more proactive and ensures they send their details through to the correct contact.

After these documents have been sent and a positive response has been received students must complete a form. This needs to be completed in full so that all of the information can be logged. This is the **application form** which will then result in us applying for the placement to be checked. After the placements have been approved for health and safety an **agreement form** will be given to your child. This must be signed by the student, parent / guardian and the employer. Students will also be given a **health declaration** form which needs to be signed and returned.

The attached flow diagram will help you understand this process. Application forms are below, when these are completed students need to return them to Julia Knowles. Printed versions of these forms are also available from outside the Careers Office.

If students are finding the process difficult and they need any help with their CV and letter, they need to see Mrs Bennett for help. We are running a drop in session every Wednesday to help students in the Careers room at lunchtime and I will be available during afternoon registrations in the careers room or VO1.

Please be aware that until the whole process has been finalised and all of the checks and forms have been completed students have not secured a placement. It is vital that all forms and checks are completed promptly.

Primary School Work Experience A number of students often complete work experience at local primary schools. Students should only be applying for this type of placement if they want to work in Education in the future. We have found that students gain more from the experience if they do not return to the familiar surroundings of their previous primary school. We have worked with a large number of schools in the past so please ask for guidance.

Working with Parents / Guardians Often parents can offer high quality placements at their place of employment. Students should only be encouraged to complete work experience if they are interested in the career area on offer. It is advisable where possible that the parent is not responsible for the student during the week so that they are able to work with other members of staff.

Out of area placements- Students can apply to attend work experience which is not in Devon. This process does take longer than the Devon checks so if this is the case it will need to be organised before February half term.

If you have any concerns or queries about work experience please contact knowlesi@clystvale.org or bennettn@clystvale.org

The deadline for completing application forms is Friday April 1st although we are expecting students to act promptly and complete their application well before this date.


I am sure that you are aware that your support with this process will be appreciated and will be beneficial for your child.

Kind regards,

Mrs Nicola Bennett
Co-ordinator Work Related Learning and Enterprise
bennettn@clystvale.org

What do I need to do?

WORK EXPERIENCE CHECKLIST

| Find a placement using WEBVIEW | | Find a placement yourself |
|--|---|--|
| http://devon.learnaboutwork.org Clyst Student 6200 | Find a placement By Friday April 1st  | |
| Go onto the internet and identify possible placements | | Identify a possible placement which is not already on the system |
| Note the contact details including the job number. | | Find out all the details and phone the employer |
| Phone the employer to check the details are correct. Send your CV, letter | | Send an email / give the employer your letter and CV |
| Employer confirms the placement is available - please make sure you have an email / letter to confirm this. | | Employer confirms the place is available - please make sure you have an email / letter to confirm this. They MUST have Public and employers liability insurance. |
| Complete application form | Confirm a placement By Friday 22nd April | Complete application form |
| Health and safety checks are completed. | | Health and safety checks are completed. |
| 3 way agreement forms are completed - signed by student, guardian and EMPLOYER. Health declaration form signed and returned | COMPLETE PAPERWORK by Thursday 26th May | 3 way agreement forms are completed - signed by student, guardian and EMPLOYER. Health declaration form signed and returned |
| Placement is confirmed by EBP and school. | | Placement is confirmed by EBP and school. |

WORK EXPERIENCE APPLICATION 2022-

| | |
|---|--|
| Name of student | Tutor group |
| Dates of placement Monday 18 th July - Friday 22 nd July | |
| Full name of company providing placement- INCLUDING POSTCODE | |
| I have found this placement myself- please tick | Or I have used the website- please tick JOB NUMBER- |
| FULL Contact name and position with direct email address - THIS MUST BE PROVIDED. | |
| Job title of the person agreeing to the placement | |
| I confirm that the placement has current Employer's Liability Insurance. Signed Parent / Guardian | |
| What type of work will the pupil be doing? | |
| Please provide evidence that the placement has been offered through an email / letter. This can be forwarded to knowlesj@clystvale.org | |
| Name of Teacher Nicola Bennett | Date |
| Office use- | |

PLEASE RETURN THIS FORM TO Julia Knowles in the careers office or email knowlesj@clystvale.org

You will be required to complete a 3 way agreement and medical form which can only be produced after this form has been processed and checks completed.