### Date: 27 June 2018

Our ref: LH/WKEXAP

Reply to: L.Hay

### At: Borough Road Centre

**RE: Work Experience Application Form**

Dear Parent/Guardian,

We would like to invite your son/daughter to participate in the Paignton Community and Sports Academy Work Experience Programme, which will take place from the **10th- 14th December 2018**.

Work Experience provides an opportunity for students to undertake full time work, in an environment that differs significantly from that of school. The purpose of Work Experience is not necessarily for students to decide upon the career they wish to pursue; instead the emphasis is on working in the ‘real world’ and understanding how organisations operate, as well as working with different people and enjoying doing something new and interesting.

Your son/daughter has attended an assembly explaining the process for Work Experience 2018. We will select those students who have demonstrated willingness, understanding and enthusiasm to take part in Work Experience by completing and submitting an application form, as explained to them during the assembly. The same application process will also apply to those pupils who find their own placement and out of county placements.

Any student wishing to take part in work experience must complete their application form by **Monday 16th July**.

**Process**

1. Application forms are available from the school website: *(Select the careers hub on the main school website then select the work Experience Icon, download the work experience Application form.)*
2. Students must email their completed Application Forms to **careers@paigntonacademy.org**Applications must be completed by **Monday 16th July.**
3. Students will receive a confirmation email and a copy of the Own Placement Find and Parent Consent Forms.
4. Own Placement Find and Parent Consent Forms need to be returned to the Careers Office by **Friday 28th September.**
5. Health and Safety checks will be arranged for all placements - All placements must have Public & Employer Liability insurance.
6. Letters will be emailed to students/home confirming work placement arrangements by **Friday 23rd November 2017**.
7. During the week of 10th- 14th December any pupil not taking part in work experience must attend their normal timetable.

**Help & Support**

Help and support from family members and staff is encouraged. However, it is important that students complete the form themselves as this is a valuable part of the Work Experience Programme and will help to develop their understanding and ability to complete future job/ course application forms.

**Finding Placements**

It can be very difficult for students to find work experience placements at the same time, especially in the current economic climate. An additional assembly will take place to explain to students how they should speak to employers/ request a work placement. Finding placements for pupils has become increasingly challenging, particularly for placements in:

* Law
* Animal Care
* Healthcare
* ICT

We would therefore appreciate any additional support that you are able to give to encourage your child to find their own placement. To assist students in gaining this valuable experience we will allow them to use the summer holidays to find an employer.  In order to take advantage of this however, they must have completed and emailed their Application Form to the Careers Department by the 20th July deadline.

**Health & Safety**

The law requires that checks are made on all placements with regard to Health & Safety and Insurance. In the event of the schools external party not endorsing a placement, the pupil will **NOT** be permitted to attend. If the student does not attend an endorsed placement, or does not come into school they will be marked with an unauthorised absence. We will of course contact and advise you, should this apply to your son/daughter’s placement.

Should you have any further questions regarding Work Experience please do not hesitate to contact me.

Yours sincerely

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## Mrs L. Hay

Careers Coordinator