



16<sup>th</sup> October 2018

Dear Parent/ Guardian

### **Year 10 Work Experience 2019** **Monday, 8<sup>th</sup> July – Friday, 12<sup>th</sup> July 2019**

During the summer term **all** of our Year 10 students will spend one week on a work experience placement.

The Department for Education (DfE) definition of work experience is “**A placement on employer’s premises in which a student carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with an emphasis on the learning aspects of the experience**”

Work experience brings tangible benefits for young people, employers, schools and society as a whole. Perhaps for the first time, your son/daughter will be able to experience the realities of day-to-day working life, ideally in an area of work in which they have some real interest.

#### **Aims of the Work Experience Programme**

The programme is to introduce students to the world of work, its demands, disciplines and to develop student’s employability skills. It can also bring the curriculum to life by demonstrating how subjects can be applied and valued in the workplace.

#### **Duration & Location**

The dates for the 2019 Year 10 Work Experience are Monday, 8<sup>th</sup> July – Friday, 12<sup>th</sup> July inclusive. Most students will have local placements but they can be further afield with agreement from the school.

#### **Hours of Work**

These will usually be the hours worked by young employees of the organisation and will normally be longer than school hours but not more than a standard eight hour day (excluding breaks). Students should not work for more than five days in any consecutive seven day period.

#### **Travel**

Students are expected to make their own arrangements and cover the cost of getting to and from work.

#### **Payment**

Work experience is part of a student’s education, therefore no payment can be made by employers, but some may choose to give some assistance e.g. by providing lunches.

### **Insurance**

Employers must have the necessary insurance in place to cover students and ensure that appropriate health and safety arrangements are in place. The school contracts Hampshire County Council to check that this is the case.

### **Progress on Work Experience**

A member of staff will either phone or visit during the course of the placement.

### **Placements**

Students should arrange their own placements, as this allows them to target an area that they are really interested in. Work Experience placements are in demand with numerous secondary schools seeking placements; therefore it is never too early to start approaching potential companies/employers.

### **Additional Information**

During their Personal Development lessons students will receive guidance on the best ways to approach companies for placements and will also compile their CV's.

### **Key Dates**

**Tues 6<sup>th</sup> Nov: Work Experience Launch | 6.30pm - 7.15pm | HWCS Auditorium**

**Fri 5<sup>th</sup> Apr: Deadline for Submission of Student Placement Forms**

**Mon 8<sup>th</sup> – Fri 12<sup>th</sup> July: Work Experience Week**

**We look forward to seeing parents and students at the Launch Evening on Tuesday, 6<sup>th</sup> November at 6.30 pm in the Auditorium.**

Yours sincerely



### **Mr Kevin Peebles**

Head of Careers/Computing & ICT | CAS Master Teacher  
Associate Senior Leader