



Dear Parents/Carers

Year 10 Work Experience – March 5th – 9th 2018

Please find information below regarding the preparation 'next steps' students need to undertake in order to prepare for their upcoming work experience in March.

Work experience offers students an opportunity to learn new skills, develop confidence and to find out about a sector or industry they are interested in pursuing a career within.

Securing a work experience placement

Students log on to Safety Measures database (<http://safetymeasures.work-experience.co.uk>) and search for placements. Log on information is on the reverse side of this letter.

Once students find a placement they are interested in applying for, they will need to approach the employer either by phone, email or letter. Students will have the opportunity during a tutor session each week to spend time securing their placements and completing their CVs and application forms – a process we started during the careers day in December.

Once students have contacted their chosen employer and have confirmation that they can be accommodated for a week's work experience, students need to complete the work experience application form. **This must be submitted to reception by 5th February.**

If students would like to carry out their work experience at an employer who is not currently on the Safety Measures database, they will need to email myself with contact details for the employer so that appropriate safety checks can be made. This needs to be done as soon as possible.

If you have any questions regarding this process please do contact me here at school.

With kind Regards,

Katie Vause
School Leader – Careers

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How to look at placements on the Work Experience Database (instructions for students)



- Go to: <http://safetymeasures.work-experience.co.uk>
- Click on Student Login
- User Name: [newarkacstudent](#)
- Password: [Studentnewark99?](#) (Note this MUST be a capital S)
- Click 'Search for Placements'
- Enter information into as many fields as required:
 - e.g. Choose 'Retail Business' from the category drop down box, and enter NG24 in the Postcode.
- The results will show in a list at the bottom of the page.
- Click on the Job Title (e.g. Retail Asst)
 - This gives you more details of the job including address and contact details.
 - On the left hand side you can click to view the location on a 'Google Map'
 - Also a link is given to a Travel Line Journey Planner to plan the route to get there.
 - At the bottom of the page it lets you know if the placement is approved for Health and Safety and what date it expires, (you can still enquire with employers that have expired Health and Safety).

Please note agreement must be made with the employer to take the student on a placement. Just because they are on the database does not mean they will accept you on the placement.