



November 2019

Dear Parent/Carer

RE: YEAR 10 WORK EXPERIENCE

In order to provide your son/daughter with the opportunity to learn more about industry and commerce and to allow him/her to experience the responsibilities of a working role in an adult environment, we intend to offer work experience placements to all Year 10 students between **Monday 22nd June 2020 - Friday 26th June 2020.**

Work experience provides each student with a valuable opportunity to develop their awareness and familiarity with the world of work which can be recorded on their CV and used when applying for apprenticeships, jobs or further education courses when they leave Newark Academy. Additionally, work experience can provide an opportunity to develop key employability skills such as communication, teamwork, creativity and problem solving.

As an integral part of the learning process, we would actively encourage and support all students to identify organisations who are able to offer a meaningful work experience placement. The process of contacting employers by telephone or letter and even attending interviews has been extremely valuable for previous students in preparation for applying for employment through apprenticeships or work-based training, or further education courses.

To help students find a work experience placement, they have been provided with access to a database, so they can search for opportunities related to their area of interest. Once your son/daughter has found an available placement that they wish to apply for, it is **their responsibility** to contact the placement provider to request and secure a work experience placement. They can do this either by telephone call, email or letter. We are asking that all students send a copy of their CV that they are producing in school, to replicate a true application process. **Please see attached sheet with a step by step guide to using the database.**

Please note that detailed health and safety checks must be completed prior to any placement taking place. For this reason, it is essential that your son/daughter begins their search and contacts placement providers as soon as possible to allow for health and safety checks to take place. Placements within schools, hairdressers, sports facilities and the police are extremely popular – please make sure your son/daughter acts quickly if he/she wishes to gain work experience in one of these areas.

It is perfectly acceptable for a family member or friend to provide a placement for your son/daughter, however, their company/business must have **Employers Liability Insurance**. **If there is no insurance in place, unfortunately your son/daughter will not be able to attend the placement.** Students are reminded of the need to behave responsibly and with due care and attention when on work placement. To avoid risk of harm, Safety Measures Plc have been appointed by the school to carry out risk assessments and health and safety checks at **all placement providers.**

Newark Academy | London Road, New Balderton, Newark, Nottingham NG24 3AL
Telephone: 01636 615000 | Email: office@newarkacademy.co.uk | Website: www.newarkacademy.co.uk

Executive Head Teacher: Ashfaq Rahman BSc(Hons), PGDip, PGCE, NPQH, NLE | Head of School: Andrew Seymour BA (Hons), PGCE, NPQH

It is important for your son/daughter to consider their level of skills and achievements to ensure that the placement is sufficiently demanding to keep them occupied. There will be a wider variety of opportunities if your son/daughter can travel outside of the Newark area to Lincoln, Mansfield or Nottingham, if they are willing to travel.

In order for your son/daughter to take part in work experience week, please complete the attached consent form and return to tutors as soon as possible but no later than **Friday 13th December**. Please give details of any health problems that may restrict the type of work placement.

Finally, we are actively building links with employers within our local community. If you or your company are able to offer work experience placements or visit school to deliver a talk or workshop to our students about your journey into the world of work, please let us know by calling the school on 01636 615000 and asking to speak to Mrs Brown.

Thank you for your support and should you have any concerns or questions, please do not hesitate to call.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mrs Brown', with a stylized, cursive script.

Mrs Brown
Student Experience Co-ordinator & CEIAG
Newark Academy

Work Experience Placement Details – WC 22nd June 2020

My personal details:

Student's name..... Tutor.....

Address.....

.....Postcode.....

Date of birth.....

Email address of parent/carers.....

Details of my CONFIRMED placement

Name of company.....

Name of contact at placement.....

Address of company.....

.....Postcode.....

Telephone number.....

Email address.....

Position applied for.....

Details of the type of work I will be doing.....

.....

I would like my son/daughter to do their work experience at the above organisation. My son/daughter has received written confirmation from the organisation that they can accommodate their request for work experience during WC 22nd June 2020.

Parent/carers signature.....Date.....

Please return this reply slip to Mrs Brown no later than Friday 13th December 2019



Generic Student Process to look at placements on the Work Experience Database.

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 NG5 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).

There is also an option to print the page from here (prints Black and White)

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