

Dear Parent / Carer,

**Year 10 Work Experience:**

**Monday 16th – Friday 27th May 2022**

This academic year we are intending on running our Work Experience programme for all Year 10 students.

This is a formal work experience week from Monday 16th – Friday 27th May 2022. Students need to approach businesses and organise their own placements, they will have access to a database that will give them contact details of potential employers. If you have a family member or friends who can offer them a work placement this is also acceptable as Careers Southwest will be able to attend the pace of work and access its suitability. Once the placements are agreed with the employer, we are asking parents to complete a form that will be sent out shortly.

**Over the Christmas break we are asking ALL year 10 students to complete their CV and cover letter ready to start applying in January. This MUST be completed before they return to school.**

Attached to the email are two documents that you can use to support this process. One is a generic CV, the other a cover letter. Please use these to create your own version**. Please do not include any personal contact details. All students should only use their academy email as a return contact.**

**Individual student PINs have been given to each student by their tutor, the database can be accessed using the following link and instruction on how to use it as in the attached booklet**

**LINK:**[**https://dorset.learnaboutwork.org/**](https://dorset.learnaboutwork.org/)

**NAME: SA Student**

**PIN: 7979**

The aim of work experience is to give students the opportunity to have a taster of the working world and to help prepare them for the transition from education to employment by giving them first-hand knowledge of what a particular job entails.

Helping your child prepare for work experience should be an exciting activity and it is worth spending time preparing together so the experience is valuable for everyone. Guidance will be provided by their tutors and head of year throughout the process covering the following topics:

If you child is feeling particularly anxious about completing a placement, please reassure them everyone feels this way at the start and that all employers will be supportive with their guidance and will ease them into their allocated tasks. The work experience scheme has run very successfully in previous years and students return from their placements inspired and motivated to start their careers, some even continuing at the same workplace for their first part-time job.

You will find at the bottom of this letter further information on this scheme. Students will receive a Student Information Booklet in January which explains all about the process, please do have a read through of this yourself too. If you have any questions or concerns, please contact me via email: [Adrian.clarida@staldhelms-academy.co.uk](mailto:Adrian.clarida@staldhelms-academy.co.uk)

Kind regards,

**Adrian Clarida**

**Assistant Vice Principal - Curriculum**