



The Henry Cort Community College

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17 October 2019

Dear Parents

Year 10 Work Experience

In Year 10 all students develop their understanding and knowledge of the world of work by attending a work experience placement, spending two weeks working within an organisation in the workplace, away from the college environment. This will take place on **Monday 29 June – Friday 10 July 2020**.

This is an opportunity to gain valuable insight into the skills and qualities required within a job sector. It provides the opportunity to see how an organisation works and the different job roles, while exploring interests and gaining knowledge to help with career ideas.

The main aims of work experience are to:

- Help discover a sense of their own skills, talents, interests and aspirations within the context of work.
- Give opportunities to gain first-hand experience of typical working conditions, including health and safety, employer expectations and the rights and responsibilities of both employers and employees.
- Understand why public and private organisations are important for the wealth and welfare of the country and discover how they are organised.
- Give an insight into the changing nature of work; the current and prospective local labour market situation.
- Understand adult working relationships and build on their sense of responsibility.
- Explore the link between school and the key skills which are needed in working life.
- Find out first-hand about jobs and careers.
- Experience an interview situation and review their own personal presentation skills.

The Henry Cort Community College works in partnership with [EBP South](#) who help organise and manage work experience placements for our students. They have an online database of employers who offer their time and services to facilitate this experience for our students. Instructions on its use will be delivered to students in college.

We know from past experience that students often wish to find their own placement and we encourage them to do so if possible. Some of the most positive experiences have been from private placements. EBP also facilitate this on our behalf, ensuring that work placements are suitable and carry out checks on the employers and their environment. I have attached a copy of the Private Placement form as I am aware that some students know where they would like to go and are keen to begin the process.

It is important to note that students cannot apply for an online placement and a private placement at the same time as it could incur double fees.

We are aware that several other schools in the local area will be holding their work experience at the same time as us. With this in mind, I am keen to get the process started as soon as possible and

PRINCIPAL: Ms C Cabbage BSc (Hons), Dip Ed

SENIOR LEADERSHIP: Mrs L Turvey LLB (Hons), MA, Mr T Mitchell BSc (Hons), MSc, Mr B Parker BA (Hons),

Ms L Ferrier BA (Hons), Mrs M Gunn ADSBM

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ideally completed before we break up for Christmas. We have scheduled the below timetable of events and actions:

DATE	EVENT / ACTION
17 October 2019	Introductory letter sent to parents with payment request and private placement form.
6 November 2019	Year 10 PDL lesson on the value of Work Experience, including testimonies from Year 11. There will be an opportunity to research private placements.
20 November 2019	Visit from EBP to explain the online procedure and facilitate students logging onto the system.
19 December 2019	Deadline for payments, online selections or private placement forms (<i>we will support students but it is their responsibility to meet this deadline</i>).
Jan/Feb 2020	<ul style="list-style-type: none"> • Students need to log onto their Work Experience account, checking the status of their application. They should report any concerns to me. • As soon as a placement is confirmed, students need to make contact with the employer to arrange an interview and confirm final details. • If the placement has been sourced from the online database, a consent form needs to be printed off and completed by all parties.
22 May 2020	Deadline for students to make contact with their confirmed placements.
25 June 2020	Pre-work experience assembly to recap on expectations and iron out any last-minute queries.
29 June 2020	Work experience begins! During the first couple of days, your child's tutor will make contact with them and their employer to see how things are going and will visit them at some time during the fortnight. <i>It is your responsibility to ensure that your child arrives at the place of employment and that the college and employer are informed if your child is unable to attend.</i>
13 July 2020	Post work experience assembly on their return to college

The administration fee for both Option 1 (using the online database) and Option 2 (finding a private placement) is **£36.00**. Please note that once a placement has been confirmed, there is a £35 charge to cancel it. That is why it is very important to **not** apply for both an online placement and a private placement. Payment can be made on our online [Parent Payment System](#) or via Student Reception by cash or cheque. Payments by cheque should be made payable to Hampshire County Council with your child's name and work experience details on the reverse.

If you consent to your child participating, please complete the [Parent Consent Form](#) and ensure that payment is made by **Thursday 19 December**. If your child is in receipt of free school meals and you require assistance with this fee, please contact me.

You can now receive updates on work experience, FE College Open Events and details of career related trips/activities, please follow us on Twitter [@CareersCort](#).

I appreciate that this is a lot of information in one letter, so please do not hesitate to contact me via the college office or by emailing sac@henrycort.org if you have any questions.

Yours sincerely



Mrs S Connochie
Careers Leader in Education and Intervention Administrator