



# The Henry Cort Community College

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Our ref: SAC/LCD

9 November 2021

Dear Parents/Carers

## Year 10 Work Experience

Towards the end of year 10, we are once again running our work experience programme. This will take place **Monday 4 – Friday 8 July 2022**.

The main aims of work experience are:

- To help students discover a sense of their own skills, talents, interests and aspirations within the context of work.
- To give students an opportunity 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.
- To give students an understanding of why public and private organisations are important for the wealth and welfare of the country and to discover how they are organised.
- To give students an insight into the changing nature of work and the current and prospective local labour market situation.
- For students to gain an understanding of adult working relationships and to develop a sense of responsibility.
- To help students explore the link between school and the key skills needed in working life.
- To give students a chance to find out first-hand about jobs and careers.
- To give students a chance to experience an interview situation and to review their own personal presentation skills.

As a college, we work in partnership with an organisation called 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 work experience for our students. Instructions on its use will be delivered to students in college.

However, 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.

**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.**

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

SENIOR LEADERSHIP: Mr T Mitchell BSc (Hons), MSc, Mr B Parker BA (Hons), Ms L Ferrier BA (Hons), Miss C Gudgeon BA (Hons) Mrs K Cook BA (Hons), ADSBM

## ASPIRE

ACHIEVEMENT \* SUPPORT \* PERSEVERANCE \* INDIVIDUALITY \* RESPECT \* EXCELLENCE

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As several other schools in the local area access the same dates as us, I am keen to get the process started as soon as possible and ideally completed before we break up for Christmas. Therefore, the timetable of events and actions is as follows:

9 November 2021	Introductory letter sent to parents with payment request and private placement form.
10 November 2021	PDL lesson on the value of work experience, how to access the online database and the process for arranging a private placement.
17 December 2021	Deadline for payments, online selections and private placement forms. Myself and tutors will support students but it is their responsibility to meet this deadline.
Jan/Feb 2022	Students need to be logging on to 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.
27 May 2022	Deadline for students to make contact with their confirmed placements.
1 July 2022	Pre-work experience assembly to recap on expectations and iron out any last minute concerns.
4 July 2022	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. It is still a parental responsibility to ensure that students arrive at the place of employment and that the school and employer are informed if the student is unable to attend.
11 July 2022	Post work experience assembly on their return to college.

I have attached a copy of the Private Placement form as I know some students know where they would like to go and are all ready to fill it in.

The cost for both option 1 (using the online database) and option 2 (finding a private placement) is **£39.00**. Please note that once a placement has been confirmed there is a £39.00 charge to cancel it. That is why it is very important to **not** apply for both an online placement and a private placement.

Please open and complete the [Parent Consent Form](#) and pay via [Scopay](#) by **17 December 2021**. If your child is in receipt of free school meals and you require assistance with this fee, please contact me.

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](mailto:sac@henrycort.org) if you have any questions.

Yours sincerely



Mrs S Connochie  
Transition Manager