

Dear Parents and Carers

13th November 2023.

We are pleased to welcome you to our 2024 Work Experience Programme.

Work Experience is an incredibly valuable programme, where students are given an opportunity to gain an insight into their chosen or potential career path, and into the world of work. The programme helps students build and develop their employability skills, gain essential first-hand experience, and stand out in their applications to 6th Forms, Colleges, Universities, and to potential employers.

Your child should now be thinking about and starting to arrange their own work experience placement, week commencing **Monday the 1st July 2024 to Friday the 5th July 2024**. They should be putting together some ideas, thinking about their interests, and contemplating what they hope to gain from their placement.

We are fully committed to supporting your child through this programme, but equally, their commitment is essential. Your child will be expected to contact and arrange their own placement, securing their own work experience opportunity. Students will be representing their school, so we expect the usual high standards from them all. Employers must be contacted in both a professional and respectful manner.

It is important that students contact employers themselves by either phone, letter, or email, as this is all part of their experience and builds on their communication skills. Students will usually be expected to write a letter of application and send a CV along with it. Do not forget there may well be other schools trying to arrange their work experience placements too – so remember your child’s application needs to stand out and should be submitted as soon as possible.

Students must remember to include:

- Which school they are from and the contact details
- The name of their work experience co-ordinator
- The dates of their placement
- Their name and contact details
- The reasons for their interest in their chosen potential placement provider
- Anything else that will help them stand out in their application.

If your child needs help to put a letter of application for a placement together, I can provide this support.

We understand that some students may struggle to find placements within their chosen field. It is important to have regular updates with them and to ensure that they do not give up at the first hurdle. Students must be encouraged to keep searching and try to gain experience in either similar fields, or look at a completely different kind of placement, this is all part of experiencing a potential career opportunity.



To help assist your child with their journey, we are pleased to be able to give them access to the EBL Database “Grofar”. This database contains the details of many employers who have offered work experience placements in the past.

Your child will soon be receiving an invitation to the Grofar database. **They will need to access this system using their school email address or the username provided in the invitation to gain access.** When they login, they will be invited to choose a password and create a profile. **It is vitally important that your child check their school e-mail address daily. The new Programme we are running this year, will be communicated to all Year 10 students via their school e-mail address.**

Once your child has secured a placement, the Placement Provider will need to complete an **Offer of Placement Form**, which is attached. Once a Placement has been secured, your child will then need to register this on the Grofar profile for the Placement to be Health and Safety checked by the Shropshire EBL Team, well before the start of the placement, usually 3 months before the start date. It is therefore essential that all placements are arranged and confirmed by the Employer no later than: the **31st March 2024**. **As a Parent/Carer, you will also receive via e-mail, confirmation from Grofar, of your child’s placement.**

We work alongside Telford & Wrekin Council’s, **Education Business Links Team (EBL)**, who govern whether students can go out on work experience. The EBL Team ensure businesses offer valuable placements and carry out the required Health and Safety checks ensuring a safe environment is provided to all students. The team tell us whether a placement is suitable and decide whether a student can take part in this experience. Any decision made by The EBL Team will be fully supported by the school.

All employers must have **Employers Liability Insurance** in place, and able to provide evidence of this. **Without this insurance the EBL Team will not approve any business.** This is to ensure the necessary insurances are in place should anything happen. It is essential your child checks with their employer that they have the relevant insurance in place covering a work experience placement before they submit any placements to the school for approval.

Finally, I have also attached is a **Permission Form** for your completion and return to me, confirming any medical conditions or any additional requirements they may need during their placement. This information will be shared with the Placement Provider.

Work Experience is a rewarding opportunity where students gain new skills and knowledge of the world of work and we look forward to supporting them, making the most of this most rewarding opportunity.

As always, if you have any queries, please do not hesitate to contact me.

Kind Regards

Mrs Tracey Hoof
Senior Administrator
Careers, Enterprise & Work Experience Coordinator.

