

Date: 2/11/2022

Work Experience 6th – 17th March 2023

Dear Parent/Carer,

I'm writing to add to Ms Farley's reminder of yesterday about finding work experience placements. Work experience is a vital part of Year 10, it gives your child an insight into the world outside school and allows them to find out what an adult workplace is like. Finding their own placement is a key part of that experience and we want to make sure every student in Year 10 does their best to secure a placement for March 2023.

The deadline for finding own placements is extended to 18 November

Lots of students have already secured a placement, but we know that some students are still looking and that they would benefit from having more time to do this. We work with a company called BEP who check each work experience placement to make sure it is safe and suitable. We have been able to negotiate an extension to the deadline they set, and I'm pleased to announce that we are now able to accept own placements up to **18 November**. That gives two and a half more weeks for your child to find a placement.

Finding a placement means emailing/phoning/visiting potential employers

Your child did some research on 30 September in school and should have a good idea about the type of business they want to work in, if they are still not sure then it is time to decide!

These types of employers work really well:

- Medium and larger size business, as these tend to have the insurance needed to take work experience students (see below).
- Primary schools are usually happy to take work experience students
- Retail, beauty/hair, law, insurance, architects and design agencies are all areas where students have had lots of success finding placements in the past.
- Family friends and family members outside of your immediate household are a great source of placements.

These types of employers don't work as well:

- Very small businesses sometimes don't have the correct employer's liability insurance needed to take work experience placements.
- Industries with risk attached to them (building, law enforcement for example) can't usually take students because they wouldn't be insured.
- Students can't have placements with immediate members of their family (parents/carers, brothers/sisters).



Richard Greenhalgh
Chair of the Group Board, UL Trustee, UCST Trustee, UCSF Trustee

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Group Chief Executive, UL Trustee



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Once an employer has agreed, the process is very simple

Your child needs to fill in the 'own placement form' (attached to this email). Most of the information is very straightforward. The only part that's a little bit complex is that the employer has to give the details of their Employer's Liability Insurance. Not every firm has this, but most that employ two or more people will do, and they just need to give their policy number and the name of the insurer. We suggest arranging a time to pop in and see the employer so that your child and the employer can fill it in together.

Once the form is filled in and signed by you, your child and the placement then it can be handed in to me or Ms Farley.

If your child does not find a placement

If they don't secure a placement by 18 November, then they will still have work experience. BEP will release a list of placements they have arranged on 1 December. We can't guarantee what type of companies will be on there but in the past, it has included retail, education and also industries like banking. The important thing to bear in mind is that, whilst your child can say which of the available placements they would prefer, there is no guarantee they will get that placement and they may have to accept a different allocation. The best thing to do by far is for your child to arrange it themselves, because then they'll know they have the placement they want.

What help is available?

I will be running drop-in sessions every Wednesday and Thursday for the next two weeks in BU1 after school. I can help with emailing/calling employers, and I can help with the form. Ms Farley and your child's tutor can also assist. If you want to contact me directly you can do so on rob.evans@walthamstow-academy.org

Kind regards

Rob Evans

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