### Date: 19 June 2017

Our ref: LH/ca/WKEXAP

Reply to: L.Hay

### At: Borough Road Centre

Dear Parent/Guardian,

**Re: Work Experience Application Form**

We would like to invite your son/daughter to participate in the Paignton Community and Sports Academy Work Experience Programme, which will take place from the **4th - 8th December 2017**.

Work Experience provides an opportunity for students to undertake full time work, in an environment that differs significantly from that of school. The purpose of Work Experience is not necessarily for students to decide upon the career they wish to pursue; instead the emphasis is on working in the ‘real world’ and understanding how organisations operate, as well as working with different people and enjoying doing something new and interesting.

Your son/daughter has attended an assembly explaining the process for Work Experience 2017. We will select those students who have demonstrated willingness, understanding and enthusiasm to take part in Work Experience by completing and submitting an application form, as explained to them during the assembly. The same application process will also apply to those pupils who find their own placement and out of county placements.

Any student wishing to take part in work experience must complete their application form by **Monday 17th July 2017**.

**Process**

1. Application forms are available from the school website: *(Select the Curriculum section, Careers Education, Work Experience, Application Form 2016.)*
2. Students must email their completed Application Forms to [**careers@paigntonacademy.org**](mailto:careers@paigntonacademy.org)Applications must be completed by **Monday 17th July 2017.**
3. Students will receive a confirmation email and a copy of the Own Placement Find and Parent Consent Forms.
4. Own Placement Find and Parent Consent Forms need to be returned to the Careers Office by **Friday 29th September 2017.**



**Page 2**

1. Health and Safety checks will be arranged for all placements - all placements must have Public & Employer Liability insurance.
2. Letters will be emailed to students/home confirming work placement arrangements by **Friday 10th November 2017**.
3. During the week of 4th- 8th December any pupil not taking part in work experience must attend their normal timetable.

**Help & Support**

Help and support from family members and staff is encouraged. However, it is important that students complete the form themselves as this is a valuable part of the Work Experience Programme and will help to develop their understanding and ability to complete future job/course application forms.

**Finding Placements**

It can be very difficult for students to find work experience placements at the same time, especially in the current economic climate. An additional assembly will take place to explain to students how they should speak to employers/request a work placement. Finding placements for pupils has become increasingly challenging, particularly for placements in:

* Law
* Animal Care
* Healthcare
* ICT

We would therefore appreciate any additional support that you are able to give to encourage your child to find their own placement. To assist students in gaining this valuable experience we will allow them to use the summer holidays to find an employer.  In order to take advantage of this however, they must have completed and emailed their Application Form to the Careers Department by the 20th July deadline.

**Health & Safety**

The law requires that checks are made on all placements with regard to Health & Safety and Insurance. In the event of the schools external party not endorsing a placement, the pupil will **NOT** be permitted to attend. If the student does not attend an endorsed placement, or does not come into school they will be marked with an unauthorised absence. We will of course contact and advise you, should this apply to your son/daughter’s placement.

Should you have any further questions regarding Work Experience please do not hesitate to contact me.

Yours sincerely

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## Mrs L. Hay

**Careers Coordinator**