

25<sup>th</sup> September 2019

Dear Parent/Guardian

**Re: Year 10 work experience 15th – 19th June 2020**

The Department for Education's national careers strategy (2017) states:

"We want all young people to understand the full range of opportunities available to them, learn from employers about work and the skills that are valued in the workplace, and **have first-hand experiences of the workplace.**"

As part of The Holt's commitment to meeting this aim, all Year 10 students will undertake a work experience placement for five days from **Monday 15th – Friday 19th June 2020.**

Work experience will help your daughter

- gain an insight into the 'soft' employability skills that employers look for
- take on opportunities to develop these skills following her work experience
- gain an insight into particular professions to help her make informed post 16 choices
- strengthen her applications to college or for an apprenticeship.

If you or your daughter already have contacts within a sector in which she would like to gain experience, it may be advantageous for you to arrange the placement yourselves for the dates given above. If you would like to do so, please complete the attached form '**The Holt School Year 10 Work Experience Parent and Student Agreement Form**', and we will contact the employer to confirm the placement. The completed form must be returned to Mrs Hart in the Careers Office by **Monday 2nd December 2019.**

The Health and Safety Executive (HSE) have minimised the bureaucracy that has been a barrier in the past for employers in taking on 15/16 year olds. For low risk environments, employers just need to have employers' liability compulsory insurance, which will cover work experience students too. For some high-risk environments the employer will need to consider specific factors as outlined in this [HSE guidance](#) . We are also aware that in the healthcare and early years sectors that work experience students will have to apply for an enhanced DBS check before starting, and that can take up to four weeks.

Alternatively, you may ask the school to arrange work experience for your daughter. In this case, please complete the attached form '**The Holt School Year 10 Work Experience Request Form**'. This must be returned to Mrs Hart in the Careers Office by **Monday 2nd December 2019.** I will always try to find a placement based on a student's interests. However, I must make you aware that this is not always possible, and therefore cannot guarantee the relevance of placements arranged in this way.

We are also keen to build up a database of employers in a wide range of sectors who are willing to take on students for work experience for one to five days, or if in the voluntary sector, for a regular placement of one to two hours a week.

If you are in position to offer a placement that may suit a student other than your daughter, please complete the details using [Year 10 WEX Placement Survey 2019-2020](#) . I will then be in contact to discuss the possibility of a placement.

If you have any queries regarding our Year 10 work experience opportunities, please do not hesitate to contact me by email.

Yours sincerely



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