



ORMISTON SIX VILLAGES ACADEMY



16th January 2023

Dear Year 10 Parents and Carers

Year 10 Work Experience Week

I am delighted to share that this year we are able to run a Year 10 Work Experience week. You may have recently heard your child talking about work experience; this letter is to provide you with an understanding of the process.

Work experience can contribute to an individual's development by clarifying the relationship between the curriculum learned in school and the outside world and increasing motivation to study. We believe that the learning that takes place during this week-long placement, along with the subsequent follow up work that is undertaken in school, is invaluable to many students' maturation not only as a person, but in terms of their general career thinking.

Ormiston Six Villages Academy students currently undertake their work experience placements in the summer term of year 10. Our dates for this year are Monday 3rd- Friday 7th July 2023. **Please note that your child needs to arrange their own work experience placement.**

Aims of work experience

- 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 which are 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 mentioned above, all students are required to arrange their own work experience placement. This will be with a company or organisation that you have approached yourselves. Please find attached a document

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containing QR codes for useful career search website to help you find the type of work your child would like to do. You can also use this link - <https://www.speakersforschools.org/experience-2/work-experience/> - from a company call 'Speakers for Schools' who are able to assist with finding and securing placements.

Ormiston Six Villages works with a partner organisation EBP South. Once you have found a work experience placement, EBP South's role is to do the following:

- contact the organisation to discuss the aims and objectives of work experience
- to check on the working environment ensuring that it was safe and suitable for young people undertaking work experience
- to check that the organisation had the relevant employer's liability insurance
- to check and verify any other legal documentation enabling students to attend their placement

We need EBP South to perform these checks even if your chosen work experience placement is taking place with family or friends.

For this partnership to work, we initially share basic data about students with EBP South including name, age and gender. This is held securely for the duration of the partnership. In order for this process to be successful, we ask for a voluntary contribution of **£19** which pays for this service. This should be paid via ParentPay by **24th February**. For those in receipt of free school means, this cost can be covered by the academy. We will not be able to host Work Experience this year if all those who are able are not willing to contribute.

Next week during tutor time, we will be explaining EBP South's booking process to all Year 10 students. We will then share any further resources and instructions with parents and carers so that you are also able to understand the process. Students will then be able to use the EBP South online system <https://ebpsouth.workexperience.co.uk/> wherever internet access is available. This means that students can fill in application information at home as well as in school. As parents and carers, you will be able to track the progress of your child's applications.

Once you have found a placement, the 'Own Placement' form (attached with this letter) will need to be completed by the employer and yourselves. Please ensure that the first two pages remain with the employer and the final two pages are returned to school. You can fill this document in on paper or electronically. Once this is completed, EBP South will then carry out their checks.

Please note:

- Students **MUST** be able to get to the placements they apply for. Please consider travel prior to submitting the application.
- Your signature on the 'Own Placement' form is required and indicates that you have read the form and approve of your child's placement choices.
- All applications should be made no later than **Monday 17th April**

Should you require any further information or clarification, please do not hesitate to contact me at your earliest convenience.

Yours sincerely



Chris Marsh
Lead teacher for Careers and Post 16 Guidance

