



Dear Parent/Carer

As part of our Careers Programme at Hanson, all our Year 10 students have the opportunity to take part in a work experience placement. These placements normally take place in the summer and lasts for a week. Taking part in work experience allows students to gain an insight into the world of work and allows students to develop their employability skills. A recent study found that employers value the skills young people develop from work experience (plus all other extra-curricular activities) and increasingly expect job applicants to have relevant experience as well as good qualifications.

The placement will be for a period of one week and will take place in the week commencing **23rd May**. **Year 10 Work Experience is a compulsory element of the Hanson curriculum and is therefore essential that all students find a placement.**

There are two ways in which students find placements:

- 1) **Students finding own placements** - Students find their own placements within their networks both at school and at home. This could be local organisations, family networks (including parents) or local schools. Once a placement is found, students will need their employer to fill out an OP1 form (this will be provided to students in their 1 to 1 meetings with the WEX team) and then bring the form back into school.
- 2) **The Careers Team providing students with placements** - Students are supported by the Careers Team over a series of meetings. We have access to placement database across the local area and can apply to organisations on the student's behalf.

We strongly advise that students find their own placements as this guarantees a placement that is going to be worthwhile and purposeful to the student.

Finding placements can be difficult for both students and schools. We would therefore like to encourage parents to support their child through the work experience process and help them find placements within the local area. If students find their own placements, they still need to go through the school in terms of organising the placement. The process of finding a placement can be seen below;

16/09/21: Work Experience Assembly - Year 10 students are notified about work experience and encouraged to find their own work placements.

20/09/21 (for 2 weeks): Work Experience Support Meetings – Students will be seen by a member of the Careers Team to formalise a plan of finding a placement. Here, students can establish if they can find their own placement or require support from the school in acquiring a placement.

October onwards: Bespoke WEX Support Meetings - This is the stage where our careers team will be asking organisations to take on students. Students may need another meeting at this stage and this can be arranged through Mr Swaine (Careers Office 219). Placements will also be starting to be confirmed at this stage.

29/04/22: Placement Deadline

W/C 23rd May: Work Experience Week

If you are unable to secure a placement for your son/daughter we will make every effort to secure a placement within their chosen fields of interest on your behalf, however this cannot be guaranteed and if your son/daughter does not have a placement this year, another opportunity may be provided at a future date if appropriate.

The students will be placed within travelling distance from home, however, this may require more than one bus journey. The school does not cover travelling expenses - If you are likely to experience difficulties in this area please contact Mr Swaine as soon as possible.

If you would like an appointment to discuss Work Experience in person please contact the school and ask for Mr Swaine.

We have set ourselves a deadline of Friday 29th April for every student to have found a placement.

Yours faithfully



Mr A Swaine (Student Progression and Careers Lead)