

7 May 2021

Dear Families

Year 12 Work Experience Programme 21 June – 25 June 2021

The Government specifically stated in its Careers Strategy 2017 that all students should gain meaningful work experience during Sixth form. Work experience is becoming increasingly important as a means of providing students with an understanding of the qualities and qualifications needed for work, developing their self-confidence and interpersonal skills and helping them to make useful contacts in the workplace. It also gives students the opportunity to understand the work environment, develop and practice employability skills and prepare for employment or future training in a safe and supported way.

In addition, the experience provides invaluable evidence on a student's UCAS Personal Statement or CV to support reasons why a career path/degree has been chosen.

FINDING A PLACEMENT

This year it is likely to be difficult for students to obtain work experience in the workplace but there are a wide range of fantastic virtual work experience opportunities that students could apply for. In our launch this week; we showed the students a number of websites (these are detailed at the end of the letter) that they could search for opportunities, but they can also find other placements through friends, family, personal research and wider networks.

Having the initiative to find a work experience placement is one of the best ways for students to experience the world of work. It means that students are more likely to get a placement they really want, and they'll gain valuable experience for applying for future training or employment. The school is on hand to support students with this process.

Firstly, students will need to do some research. They will need to think about the type of role they would like and the type of organisation it will be in. Then they can ask family, friends and school staff for contacts and ideas. The Misbourne alumni on [LinkedIn](#) is also a good source for contacts.

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Secondly, students will need to contact the organisation to ask if they can offer a placement. A direct introduction is often best, so if anyone known to the student (family, friends, teachers) can offer an introduction, this would be ideal. If not, your son / daughter may need to find contact details online.

Students may need to follow up several times to get an answer from an employer and sometimes it may be a no, but it would be good practise for the students to thank the employer for their time. It is likely that students will need to try a few people to get a placement – just like they will need to apply for more than one training provider or employer in the future.

If your son/ daughter is having problems finding a placement, they can talk to the Sixth form team for support before the deadline dates as we have contacts that students may be able to use or we can help with emails / letters to send out.

Other things to consider when looking for a placement:

- Not all job roles are suitable for work experience (e.g. doctor), so students may need to think about roles which could be related e.g. working in a care home
- Some sectors are very competitive and therefore you may need to apply early
- Some organisations may have an application form to complete and other recruitment processes to follow e.g. online interviews.

LOGISTICS 21 JUNE – 25 JUNE

Students will be off timetable for their work placement during week commencing 21 June 2021. Some placements are run over a day, others are longer. The school will authorise absence for the time period of the placement and other activities will be set for the remainder of the week. This may include lessons if all placements are on the same days.

Students will be permitted to access their virtual work experience from home but we can also find computers at school for those that would prefer to conduct the work experience from here. Students need to inform their form tutor where they will be studying from each day.

TIME LINE

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| • Launch Work Experience | 5 May 2021 |
| • Students research work experience placements | 12 May 2021 |
| • All students applied for a position | 19 May 2021 |
| • Students to inform tutors if they need help with finding a placement* | 26 May 2021 |
| • Placement | 21 June 2021 |

*if students are not accepted onto a placement, school will arrange a generic placement for them.



FACE-TO-FACE WORK EXPERIENCE

If your child manages to find face-to-face work experience this year (rather than virtual), we will need to sign this off and follow further guidelines on:

- Working Time regulations
- Payment
- Travel
- Employer contact details
- Health, Safety & Insurance
- Safeguarding
- Confidentiality
- Issues / complaints

I will cover this separately with families this applies to.

Please could you re-iterate to your son/daughter that they are 'applying' for their work experience rather than 'booking' it. In many instances they will be competing for places against other students from across the country, so when applying they need to sound passionate about why they want the place and definitely need to avoid spelling and grammatical errors in their written applications.

Please do not hesitate to contact me if you have any questions.

Yours faithfully,

Helen Hill
Business & Economics Teacher
Careers Leader

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Potential sources of work experience:

Free

- [Speakers for schools](#)
- [Springpod](#)
- [BarclaysLifeSkills](#)
- [Fledglink](#)
- [Learn Live](#)
- [Workfinder](#)
- [The Forage](#)
- [Young-professionals](#) (under the members section, you need to create an account or look at Instagram page @youngprouk).
- [MyKindaFuture](#)
- [Careers and Enterprise Company \(My Week of Work\)](#)
- [Prospects](#)
- [Medicmentor](#)
- Ask your careers leader / sixth form team
- Use your family & friends network
- Contact ex-students through our alumni on [LinkedIn](#)

At a cost

- [Careerdays](#)
- [Investin Education](#) (generally runs in holidays). Used mainly for the professions. Rates depend on the opportunity.

Also consider taking a free online course to enhance your CV / personal statement and get tips about applying to Higher Education:

- [Futurelearn](#)
- [Pearson](#)
- [Mooc](#)
- [UCAS](#)

