

# Alder Community High School

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Headteacher: Mr R O'Regan BSc (Hons) NPQH

23<sup>rd</sup> October 2019

Dear Parent/Guardian

## Re: Year 10 work experience 2020

As part of your child's Careers Education Advice Information and Guidance at Alder we are pleased to be able to offer the opportunity for all year 10 students to take part in a week of work experience during **18th – 22nd May 2020**.

To help maximising student success in gaining the best work experience possible, we will be working alongside work experience specialists 'Changing Education' who have an established database of over 25,000 tried and tested employers on an app called 'CONNECT'. This variety allows them to ensure that placements match a student's interests and ambitions providing a worthwhile experience for them with an opportunity to realise their potential. Students will need to download this app which takes them through the process step by step by staff. Further support will be given with how to do this in the launch assembly, form time tutor support and PSHE careers lessons to ensure all students are able to access the process.

Initially we will encourage students to find their own placement where possible as it develops good practice for the real world. It shows initiative and gives the employer a good first impression of the student, showcasing the student's employability skills and personal attributes. If successful, this can in turn lead to good references, employment, a traineeship, apprenticeship or useful networking opportunities for the future. Taking advantage of local contacts through family and friends is advised. The deadline for self-placement will be the end of January 2020. Again, support will be given through PSHE lessons and form time about how to self-place and the app also provides a bank of resources to support this process.

If students are unsuccessful in finding their own work experience further support will be given.

If you wish to discuss work experience further please do not hesitate to contact me at school.

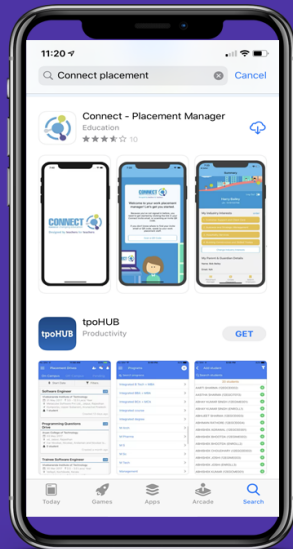
Yours sincerely

*Tom Eaton*

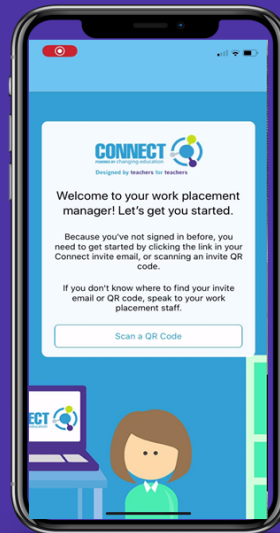
T Eaton | Head of Careers | Associate Assistant Headteacher



## Step 1: Download the App



## Step 2: Log into the App By scanning personal QR code given out in form time

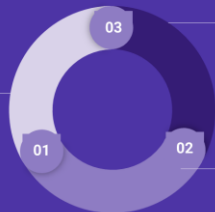


## Step 3: Becoming Placement Ready

### 1. Submit Relevant Health Information

You will be prompted to enter any information relating to your health that may affect you while on placement. If you are unsure whether or not a health condition will affect you on placement, speak to your teacher.

**This is about feeling safe on placement.**



### 3. Complete Work Personality Questionnaire

This gives you the opportunity to reflect on yourself and your own work readiness. Be honest and think about your answers.

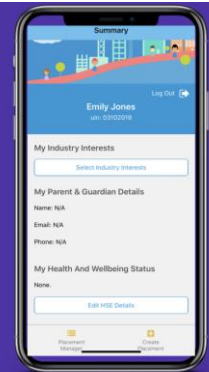
### 2. Submit Industry Interests

It is up to you whether you chose industries that are closely linked to each other or whether you choose a variety of industries to broaden your horizons.

## Done. You're In!

Key things to know before creating your own placement:

1. The placement will be **verified by a member of staff - so make sure that it is a legitimate and confirmed placement before entering it onto the app.**
2. A member of **staff can deny your placement** if they think that it is **not suitable/inappropriate** or if the **employer has not confirmed** that you have approached them.
3. You can view the **status of your placement** by clicking on 'Placement Manager'.



# Managing Your Placement

You can view all of the information relevant to your placement via the app as well as the following functionality:

- Edit and amend placement dates and hours.
- Submit Employer Feedback
- View Placement Certificate
- View Risk Assessment

