

Alder Community High School

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

7th December 2023

Dear Parent/Guardian

Re: Year 10 work experience 2024

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 **15th – 19th July 2024**.

To help maximising student success in gaining the best work experience possible, we will be working alongside work experience specialists 'Changing Education' who have established a database of over 25,000 tried and tested employers on an app called 'CONNECT'. This variety allows them to ensure that placements match a pupil'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. Further support will be given with how to do this in the launch assembly, form time tutor support and Personal Development 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 and the opportunity to showcase employability skills and personal attributes. If successful, this often leads to references, employment, apprenticeships, or useful networking opportunities for the future. Taking advantage of local contacts through family and friends is advised. Once a placement is found students need to upload the employer details, via the manage placements part of the Connect app. School will then verify that the placement is suitable, and Changing Education will manage the risk assessment process.

The suggested deadline for self-placement will be the end of March 2024. Again, support will be given through Personal Development lessons and form time about how to self-place. The app also provides a bank of resources to support this process. Confirmation of placements can be made through the app or through completion and return of a form that your child will receive. 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 | Curriculum Leader Social Science






Step 1: Download the app



Type in Connect Placement Manager into your Apple or Google Play store and download the app.

Step 2: Log into the App

Scan your unique QR Code or click the link in your invite email and create your own password.



Step 3: Select Your Industry Preference

We prompt students to input their industry preferences to help school understand which career paths students are considering.

It is also helpful for you to log your industry preferences during the pre-placement phase to reflect back on post-placement to see if your preferences have changed or remained the same.


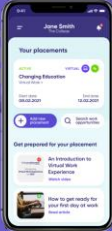
Step 4: Skills Builder

Our new Skills Builder tool will allow you to develop and reflect on your skills as an individual.

This is a key part in preparing you for your work placement as this tool will give you building blocks to improve your listening, speaking, problem solving, team working and many more skills before your placement starts.


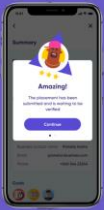
Step 5: Inputting your placement

Once you have found your own placement you will need to input the employer details into the app so that we can help the employer complete the risk assessment process.

You will need to input your self-found placement on the app at least 6 weeks before your placement start date.

Step 6: Placement Verification

The teacher or staff member in charge of work experience at your school will then verify or deny your placement based on whether or not they are satisfied with your chosen employer and their details.

If your placement is denied, there will be a comment from your school contact telling you why your placement is not suitable to go ahead.

