



20 May 2021

Dear parent, guardian, carer

## VIRTUAL WORK EXPERIENCE: 28 June - 2 July 2021

During the week commencing 28 June your son/daughter will be required to participate in a 'Virtual Work Experience programme' operated by the school in association with EBP South and The Changing Education Group. The Virtual Work Experience programme aims to give young people a taste of 'The World of Work', so that they may begin to appreciate the demands which will be made upon them when they enter employment after they have completed their education.

Virtual Work Experience has been organised with the help and cooperation of EBP South and The Changing Education Group. Each student will be expected to complete the programme and engage in all preparation tasks to ensure an appropriate placement and meaningful experience. The school will cover the costs of the programme and as such there will be no charge to parents.

We expect **ALL** students from the whole ability range to take advantage of the opportunities offered by the Work Experience scheme. As you might appreciate, due to Covid-19 restrictions organisations have been unable to offer the traditional programme of 'in person environment' and as such we have sought to find a suitable alternative that will still enable your son/daughter to benefit from work experience this year. Although we appreciate that some students may be fortunate enough to have contacts with an employer that would offer them a placement, we are having to say no to requests to do so. In order to make the system fair for all we are exclusively following the virtual programme for 2021. Students who can find an employer willing to provide face to face placements are encouraged to do so but in their own time (e.g. holidays) and we fully applaud this as experience is great for CVs and personal statements as well as developing employability skills.

In order for the process to begin, students have been asked to complete a data sharing consent form in order that individual accounts can be set up for them via the 'Connect' platform. The personal data we need to share includes: name, date of birth, school email address and their Unique Learner Number, all of which we hold on record. Students have been directed to the form here:

<https://forms.gle/aSvPjBz9DdutUhGT9>. Please check that your son/daughter has completed this first task no later than Tuesday 25 May.

A copy of the data processing policy can be found here: [Data Processing and Privacy Policy](#).

This year, EBP South and Changing Education have introduced the 'ConnectED' App to allow students to secure work experience placements quickly without the need for paper forms. The app can be downloaded for free from all app stores and a QR code can be found at the bottom of this correspondence.

Once we have submitted all data your son/daughter will receive an invite link/personalised QR code via their school email address which will give them access to their individual account where they will be asked to select a PIN. Once the student has access they are required to complete two tasks:

- 1) Complete the personality questionnaire
- 2) Submit 3 industry preferences.

These two tasks will enable the organisers to align the student's placement with their interests.

Approximately one week before the placement commences the students will receive their personalised timetable.

We will be launching an information assembly after half term to inform students of the process of obtaining their placement and information will be posted on their Y10 tutor Google Classroom.

It is imperative that all students meet the deadlines as per instructions to ensure their placement and timetable is in place prior to the commencement date. The programme will be accessed from home although we are of course able to support vulnerable students or those with additional needs, in school. Please contact the year office by Friday 28 May if your child will require this support.

If you have any queries about the scheme, please do not hesitate to contact me at school.

Yours sincerely



Debbie Porter  
Careers Lead & CEIAG Coordinator  
[d.porter@poolehigh.poole.sch.uk](mailto:d.porter@poolehigh.poole.sch.uk)  
Tel: 01202 666988 Ext 299  
[CEIAG@Poole\\_High](mailto:CEIAG@Poole_High)

**Take the first steps of your journey.**  
**Download the ConnectED app to find**  
**work placements that match your ambitions.**



To find out more, visit [changingeducation.co.uk](http://changingeducation.co.uk)

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Group

Changing Education Ltd, Cheshire College South and West, Dane Bank Avenue, Crewe, Cheshire, CW2 8AB T: 01625 837 309  
E: [info@changingeducation.co.uk](mailto:info@changingeducation.co.uk) W: [changingeducation.co.uk](http://changingeducation.co.uk)

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