

14 October 2022

Dear Employer

As part of our Careers Curriculum, we have set our Year 10 students a task to complete between the Autumn and Summer term. We would like our students to visit a workplace. It can be the workplace of a family member, friend or neighbour, perhaps somewhere where they would like to work in the future, possibly consider a part time job or volunteering.

Every student has been issued with this Workplace Challenge booklet to complete, which outlines the tasks:-

- Ask for a tour of the workplace (this does not need to take very long). Describe what you can see.
- What local opportunities (Apprenticeships/Full time jobs) are available in the workplace?
- What skills and qualities from school does the employer value?
- Take a photo/selfie with the employer
- Would the employer be willing to support the school with our Careers programme?
- Any other specific information.
- A witness statement (only a few sentences) confirming their attendance.

They will share the tasks in this booklet which they need to complete during their visit.

We have asked our students to ensure that they visit their chosen workplace with a Parent/Carer. Prizes will be awarded to those students who visit a workplace and complete the challenge in as much detail as possible. We look forward to receiving the completed booklets by **FRIDAY 30 June 2023**. We will be announcing results during an assembly after the closing date.

I am sure you will agree that this task is an excellent opportunity for our students to experience an encounter with employers and employees which gives them a better understanding of the workplace and the potential career paths open to them.

If you have any questions, please do not hesitate to contact me at school.

Yours faithfully



**Mrs R Paul**  
**Head of Personal Development Curriculum and Careers Co-ordinator**