



# St Edmund Arrowsmith Catholic High School

*A High Performing Specialist Technology & Music College  
with Leading Edge Status*

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Dear Employer,

As part of our Careers Curriculum, we have set our Year 10 students a challenge to complete between now and September. We would like our students to engage with an employer. Due to our current circumstances, they can do this by an engagement either **online or in person**. 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 Work place Challenge booklet to complete, which outlines the tasks:

- To research your workplace website before they start the project.
- What kinds of opportunities are available? Local or National or International. Full time or part time or flexible. Do they offer Apprenticeships?
- Having looked at the website what skills and qualities does the employer value?
- See if the company has a specific logo or motto or catch line and see if you can cut and paste it into the workbook below. Add photos if you go in person – maybe get a selfie with the employer who you meet. Describe the website/ company and tell us if it truly reflects the kind of work that they do.
- To contact the company and ask them specific questions and take a note of their answers. You could ask about local opportunities for work, for an apprenticeship or see if they could give you a contact to learn more about a specific job that you are interested in doing.
- What in particular attracted you to this company – please copy their internet link.

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

We have asked our students to ensure that they visit their chosen work place with a Parent/Carer. Certificates will be awarded to those students who visit a work place online or in person, and complete the challenge in as much detail as possible. We look forward to receiving the completed booklets by **FRIDAY 10<sup>TH</sup> SEPTEMBER 2021**. We will be announcing results during an assembly after the closing date.

I am sure you will agree, that this challenge 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 sincerely,

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

