



24th September 2024

Dear Parent/Carer

## **Work Experience Programme – Monday 28<sup>th</sup> April – Friday 2<sup>nd</sup> May 2025**

As part of our ongoing commitment to careers advice and guidance, students in Year 10 will be taking part in a work experience programme on the above dates.

Work experience is a valuable opportunity to help our students prepare for the world of work. It also gives them a sample of a potential career and most importantly, allows them to gain the independent skills of searching for a job, communicating with employers, and fulfilling a role within an organisation.

The expectation is for students to find their own placement. This is good practice for entering the world of work, by showing initiative and making a good first impression with employers.

Our school values your support in encouraging your child to secure a placement as soon as possible.

We use a company called Tailored Education Ltd to complete most relevant checks around health and safety and some other areas, but not all safeguarding aspects, so we would ask that parents/carers adhere to the guidance below when communicating with possible placements.

When discussing a possible placement with an employer, please inform them that acceptance of a place will be provisional of certain safeguarding requirements being in place and verified to the school, mainly around suitability of employees in supervising children and safeguarding processes employed at their place of work. When the placement has been provisionally agreed by you and the employer, please enter the information into the link, highlighted in yellow on the next page. Tailored Education will then communicate with employers requesting further information, such as appropriate safeguarding policies and practices in place.

Safeguarding and supervising children under 16 in the workplace will be discussed between the employer and Tailored Education when undertaking all health and safety checks.

Please be aware that any placement which involves a pupil being under the main supervision of one adult without other adults present will be rejected by Tailored Education and school. This rejection would still apply even if the student was working on a 1:1 basis with a parent/carers or close family member. However, in these circumstances, if the parent/carers still wanted the placement to stand, they would need to sign a Disclaimer to confirm that the full responsibility for their child's welfare lies with them and not Unsworth Academy.

Student health and safety is paramount; therefore, it is important to note that employers must hold Employability Liability Insurance and pass all relevant checks, if they are going to provide a placement. If an employer does not meet these standards, the placement will be rejected and an alternative will need to be sought.

Mr A Fair **Academy Principal**

Unsworth Academy, Parr Lane, Bury, BL9 8LP

**Tel:** 0161 796 9820 **Email:** [information@unsworth.set.org](mailto:information@unsworth.set.org)

**Online:** [www.unsworthacademy.org.uk](http://www.unsworthacademy.org.uk)

**All placement details MUST be entered into this link below. Emails to school will not be accepted.**

<https://forms.office.com/e/4uJD3m5rJu>

**Questions to ask the Employer:**

- Full address of placement.
- Name, email address and telephone number of contact person there.
- Are there any special instructions that you need to be aware of – for example appropriate clothing.

If necessary, students have access to a licensed database held by Tailored Education Ltd. The database has companies on there who have offered work experience to students in previous years. Please be mindful that other schools within Greater Manchester have access to this database, so placements do fill up quickly.

All companies listed on the database are there on a voluntary basis, therefore it is at their discretion as to whether they will accept students during our requested week. For example, they may have already agreed to take one student and not able to accept another or they may not wish to take part in work experience at this time.

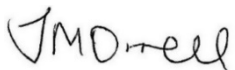
Employers are asked to inform Tailored Education Ltd if they no longer wish to remain on the database. Whilst Tailored Education Ltd make every effort to keep the database current, occasionally employers may not have communicated that they wish to be removed. If this is the case, please inform us and will ensure they are removed.

Students do not have to use the database should they not wish to. If they already have an employer in mind or know someone who is willing to support them, they should make contact at their earliest convenience, agree the details of their placement, and use the link above to input the information onto the form.

I have outlined on the next page instructions and log in information for accessing the Tailored Education database should your child want to look at it. A link to the website is highlighted in green.

Due to the lengthy process of having placements health and safety checked the deadline for online form submission is **Friday 13<sup>th</sup> December 2024.**

Yours sincerely



Mr T M Orrell  
Assistant Principal  
Unsworth Academy

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## **Self-placing techniques**

Visit the employer if possible. If not, telephone or email them to make an enquiry.

Ask friends, parents, family members if they can support or know anyone who is able to offer a placement.

Research using Google for local companies.

Use social media sites including X and Facebook to post about looking for work experience. You can follow companies on social media sites and make direct contact this way about work experience.

Look at job websites such as Indeed or Greater Jobs - these can be a useful way of finding local organisations.

Follow up enquiries. If you have not had a response to a phone call or an email within a week, make contact again.

## **Tailored Education Ltd Work Experience Database**

**Website:** <https://fls.work-experience.co.uk/>

### **Log in details:**

**Username:** Unsworth123 (store this information somewhere safe)

**Password:** Unsworth0123

Search for placements.

You can browse by category (occupational area), you can put in postcodes of areas you are prepared to travel to (e.g., Bury BL9 or Radcliffe M27, Manchester City Centre M1). I recommend you only use the first part of the postcode, rather than a full postcode, as this will narrow down your search.

You can also search directly for a firm/employer you might be interested in to see if they are already on the database.

Once you have found a place you are interested in, please give them a call. Remember to be polite and speak clearly. It is a good idea to write down what you want to say before ringing an employer. If you decide to email the employer, you might want to get someone at home to check your email before you send it. Templates for each can be found on the pages at the end of this letter.

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# UNSWORTH ACADEMY



## EXAMPLE WORK EXPERIENCE EMAILTEMPLATE

Dear Sir/Madam [**or name of person**],

I am a Year 10 student at Unsworth Academy in Bury, where I am studying:  
**[list your subjects]**

I am enquiring about a potential work experience placement with yourselves from 28<sup>th</sup> April to 2<sup>nd</sup> May 2025.

I'm keen on gaining some practical work experience because (**put here why you want to work for that particular company**)

I am [**list some of your personal skills and qualities eg. friendly, enthusiastic, reliable, hard-working, enjoy meeting people etc.**]

My personal interests are [**write any down that may help with your application**]

I would be very grateful to be considered for an opportunity at [**company name**].

I look forward to hearing from you soon.

Yours [**sincerely if writing to a named person or Yours faithfully if you started with Sir or Madam**]

[Your name]

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# UNSWORTH ACADEMY



## EXAMPLE WORK EXPERIENCE TELEPHONE TEMPLATE

Hello, my name is **[X]** and I am a Year 10 student at Unsworth Academy in Bury.

I'm ringing up regarding a possible work experience placement on 28<sup>th</sup> April to 2<sup>nd</sup> May 2025. Would it be possible to speak to the person responsible for this?

- If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time, and write these details down.
- You probably will not get an answer straightaway so be ready to give your contact details.
- Ask how you should go about arranging the placement. Explain that there is some paperwork that you need to complete and will need some further information.

Thank the person for their time, even if they cannot offer you a placement.

- If you do not get a reply within five working days, phone up the company and ask again.

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