



**YEAR 10
WORK EXPERIENCE**

**4th July to 15th July 2011 (Return to
college 18th July 2011)**

The student will gain

- A work experience certificate that is vital for their Progress folders.
- An employers reference that will be sent with applications to further education colleges or employment.
- Several students have been offered career opportunities by their work experience employers, especially useful if an apprenticeship is needed.
- A college reference written by their teacher mentor.
- An understanding of Health and Safety.
- Most importantly—a wealth of experience in the **WORLD OF WORK**.



In the Summer term your son/daughter will participate in Work Experience

The College views this as a essential part of the Curriculum for all students because:

- It enhances their knowledge and understanding of the National Curriculum and helps develop vocational skills
- It gives valuable experience in being independent, working with new people and adapting to different situations
- It increases their knowledge about the world of work, gaining insight into the skills and attitudes required by employers, and it tends to
- focus their thoughts more on career planning and the need for a good education.

It is a statutory requirement for all students to complete a two week period of work experience whilst at college.

PLEASE AVOID BOOKING A HOLIDAY DURING THIS PERIOD. THE STUDENTS WILL BE ASKED TO COMPLETE VARIOUS VITAL PIECES OF WORK BASED ON THEIR EXPERIENCE.

SELECTION OF PLACEMENTS

Your son/daughter will begin to select their placements in their PSHE lessons.

They will bring home a letter with their selected places and these need to be put in order of preference. If you agree with their choices, please sign and return the form to college as quickly as possible. We will do our best to allocate one of the students choices, but often demand on the popular places sometimes makes the allocation process very difficult. Occasionally, we have to return to the student and ask them to re-select. Signing the form does not automatically guarantee the student one of their choices.

Please consider and discuss:

- Location of placement with reference to transport and associated costs.— the student is responsible for getting to and from their place of work.
- Working hours—some placements require hours outside 9 am to 5 pm—remember—the student will be required to work the hours specified in the job description. This could be Saturdays, shift work or just mornings.
- Consider any physical and medical limitations
- Consider some likes and dislikes of working conditions, **but**
- **it is important to remember work experience is to experience the World of Work, rather than to trial specific careers. When considering placements do not limit preferences to one or two areas. This is their chance to try any type of work.**

All placements are fully vetted for Health and Safety and insurance.

PLEASE NOTE: ALL PLACEMENTS WILL BE ALLOCATED BY CROMWELL COMMUNITY COLLEGE. DO NOT MAKE DIRECT CONTACT WITH EMPLOYERS ON THE SCHOOLS DATABASE.

OWN PLACEMENT

We welcome students arranging their own placement. If it is outside the Cambridgeshire County area, we need three months notice to organise a Health & Safety visit and six weeks minimum for others.

Students must collect an *own placement* form during their PHSEE lesson or from Mrs Clarke. The form is completed by parents and the employer and returned to College. The college will then forward it to Young Peoples Services who will carry out the Health & Safety checks.

Please note you cannot organise your own placement at an Employer who is on our work experience database. *If considering organising your own placement check with Mrs Clarke before going ahead.*

Further enquiries: Mrs J Clarke Telephone 01354 692193