



MAIDEN ERLEGH

SCHOOL

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Dear Parent/Guardian

Year 12 Virtual Work Experience Course

I am writing to inform you about an exciting opportunity available to 40 students in Year 12. The Thames Valley Berkshire LEP have teamed up with SpringPod and four local business to provide free virtual work experience programmes for young people.

The course is expected to take students approximately 10-12 hours and can be completed at the student's own pace. It will provide them with an insight into their chosen sector and the employability skills local employers are looking for, as well as provide them with the opportunity to join live webinars and ask employers questions. For those yet to complete relevant work experience, please encourage your child to take advantage of this fantastic opportunity as they begin to start exploring post-18 destinations including the process required for UCAS, personal statements, apprenticeships and employment.

There are four sectors for students to choose between. There is also a link to the relevant landing pages below, providing more specific information about the course and the business:

Energy and the Environment – SSE

<https://www.springpod.com/virtual-work-experience/berkshire-lep-and-sse:-energy-the-environment>

Marketing in Business - Chartered Institute of Marketing (CIM)

<https://www.springpod.com/virtual-work-experience/the-chartered-institute-of-marketing-cim-and-berkshire-lep:-marketing-in-business>

Insurance and Sales – Covea

<https://www.springpod.com/virtual-work-experience/berkshire-lep-and-cov%C3%A9a:-insurance-and-sales>

The Modern Supply Chain – Westcoast

<https://www.springpod.com/virtual-work-experience/berkshire-lep-and-westcoast:-digital-supply-chains-and-distribution>

Each pathway will follow the module outlines mentioned below. Students will be expected to actively engage with the modules, complete the module assignments and also attend the programme of live webinars. For example, live webinars for the Marketing in Business pathway include Marketing in Business, Digital Marketing, Data Analytics in Marketing and Employability Skills. The live webinar programmes are in the process of being finalised and will be confirmed in due course.

Module 1 - Welcome & Introduction

Module 2 - Working in Berkshire

Module 3 - Introduction to the Industry

Module 4 - Diving into the Industry and Problem Solving

Module 5 - Commerciality and Roles Available

Module 6 - Employability skills

Module 7 - Next steps and Certification

In order for students to get the most out of this opportunity, we have decided that we will provide them with the opportunity to work at home to successfully complete the online and live modules and webinars. The four pathways are either three or four days long all taking place during the week commencing **Monday 4 July 2022**. We will need to formally authorise each student and we will also request a copy of the course certificate from each learner on completion of the course.

To secure a place on one of the four pathways, students will need to complete the short online expression of interest form that can be accessed [here](#), providing their name, tutor group and their chosen pathway no later than Wednesday 22 June. If we receive more than 40 names, we will draw names at random.

Please note that students will need to fully commit to their chosen pathway and engage with the expectations of the virtual work experience programmes in a professional and serious-minded manner. Students will be expected to catch up with any missed class and home work.

Please can we ask that you discuss this opportunity with your child and complete the online response form if they are genuinely interested in one of the four pathways. I would like to also take this opportunity to remind you that we expect all Sixth Form learners to complete 30 hours of meaningful work experience.

Please do not hesitate to contact me via the school office on mesoffice@maidenerleghtrust.org if you have any further questions.

Yours sincerely



Mr R Buck
Assistant Headteacher
Trust Lead for Careers and Destinations