



19 July 2022

Dear Parent/Guardian

Year 10 Work Experience Week – Monday 3 July 2023 to Friday 7 July 2023

All students in Year 10 are given opportunities to develop their understanding of the world of work, transferable employability skills, the importance of becoming work-ready and the different destination routes available to them. As part of the Maiden Erlegh Careers Strategy I am writing to inform you about an exciting opportunity for students in the summer term of Year 10.

To ensure that students are given an opportunity to gain first-hand experience of a workplace we would like to launch work experience week whereby all Year 10 students spend the week visiting a workplace, week commencing **Monday 3 July 2023 until Friday 7 July 2023**.

We will be working closely with the Education Business Partnership who will be supporting us with this work. The Education Business Partnership is a registered charity with over 25 years' experience and an active network of over 1500 businesses. They deliver a range of programmes and initiatives, including work experience, which are designed to improve the work-related skills of young people so that they are better equipped to enter the world of work.

They work with students within primary schools, secondary schools and colleges across the Thames Valley and Wiltshire, and have a strong and long-standing relationship with the Maiden Erlegh Trust.

To try to accommodate a large number of students in the year group, EBP will be offering the following pathways to Year 10 students:

1. They will be able to support students with sourcing their own placements, by conducting pre-placement checks to ensure the environment is suitable and meets all Health & Safety requirements. In the first instance, students/families will source a placement using their own networks or contacts and EBP will carry out the placement checks.
2. They will also be able to utilise their network of businesses to support those students who need support in sourcing a placement for the week. Here, EBP will organise the placement on behalf of the student.

EBP manage the full end to end process, working with the school, to ensure that students are placed in safe, relevant and worthwhile placements, and they have all the information and support they need to succeed. If you are or the business that you work for is interested in potentially hosting a student on work experience please contact Kate Barrow – kateb@ebp.org.uk.

Although July 2023 may feel a long way away, there is a lot of work that needs to be done in advance to ensure your son/daughter has a successful placement. At the start of the autumn term, we will be hosting a virtual parents information evening on Tuesday 27 September at 6pm to launch the work experience. We strongly encourage you to attend this event as we will go through the detail of what to expect and what to consider, and there will also be the opportunity to ask any questions you may have. Please use the online form available [here](#) to submit any questions you may have. This presentation will be recorded and published to our website, so if you cannot make the meeting you can still access the information. We will send out the zoom invite instruction early in the autumn term.

A confirmed timeline will be issued in September, but we will require all students to have submitted their application form with their work experience choices by Friday 21 October 2022. We therefore recommend that students take some time over the summer break to think about where they may like to go for work experience and if you or they have any contacts who could offer them a placement in their preferred sector. They will need to complete a form with the details of this employer at the start of the new academic year when forms are distributed. If the student does not have any contacts in their chosen industry, they can then fill out an EBP form so that we can source them a placement. They will be asked to list three sector choices they are interested in finding a placement in, along with the locations they can travel to, and this will need to be signed by a parent/guardian. Again, these forms will be distributed at the start of the 2022 – 2023 academic year, in September 2022.

Once we have these forms returned to us, we will then manage the process along with the school, and students will receive details of their placement at the start of June 2023, so students will know where they are going, along with all the other logistical information they require by this date to enable them to make initial contact with the employer before the placement starts. EBP will unfortunately not be able to respond to individual requests for information

Since the COVID pandemic the way many businesses operate has changed dramatically, with many following a more hybrid model of working. This has affected the sourcing and availability of placements, so certain sectors are now very challenging. We ask that we work together when placing students with an open mind. The following sectors are now either limited in terms of how many placements are available, or do not take students at all:

- Medicine
- Engineering
- General office based roles in Finance, IT, Law, Marketing etc, where many staff are remote working.
- Armed forces and public services (fire service, police etc)
- Vets
- Journalism
- Politics
- Architecture

If a student is interested in a placement in one of these areas, the best option is to see if you know someone who may be able to help you as sometimes these employers will take a personal contact, but not someone unknown to them.

If that is not an option then there are a couple of things to consider. Firstly, think about the skills that are needed in this industry, and where else you may be able to gain these. A lot of jobs have common “transferable skills” that an employer would like an applicant to be able to demonstrate e.g. team work, communication, problem solving, flexibility etc. Could another

sector offer these skills and experiences? Is there an alternative job that is linked to your ideal role that could look really good on a CV/university, apprenticeship or employment application?

To help with this we have some suggestions below for common pathways which link to our most popular requests:

Medicine - consider pharmacies, childcare (develops people skills essential for medicine, especially if considering paediatrics), care homes, SEN environment.

Vet - consider anything to build experience with animals - kennels, animal shelters, dog grooming etc.

Engineering - consider practical roles such as mechanics/garages, engineering supply companies.

Office based professions (Law, Marketing, Finance, etc) - consider smaller businesses who cover these roles e.g. independent retailers/hospitality settings etc who may be able to offer an insight. Also consider offices within schools.

Armed forces/public services - consider any roles dealing with the public - customer facing roles or working with children/young people.

Politics - consider working for the local council, or local volunteering centres such as food banks etc.

Construction - think of general grounds maintenance, school caretakers, estate management etc.

Please use the online form available [here](#) to submit any questions you may have for the virtual parents information evening on Tuesday 27 September at 6pm. If you have any other questions, please email mescareersdept@maidenerleghtrust.org.

Many thanks for your ongoing support and we wish you a very good summer holiday break.

Yours sincerely



Mr R Buck
Assistant Headteacher