



Dear Student

Work Experience for Year 13

In response to a growing need for Work-Related Learning for students in Years 12 and 13, and to an increasing demand from universities, colleges, apprenticeship providers and employers, we have embedded Work Experience for Year 13 students in the first week of September.

We appreciate that many of our Sixth Form students have paid employment, but we do not regard this as 'Work Experience' in some cases. Many of our students' destinations require an awareness of the world of work and of potential career aspiration in a relevant Work Experience placement. It is an integral part of developing a young person into a successful and aspirational individual in the world of work. A Work Experience placement is designed to bridge the gap between education and the world of work. It can help young people become aware of jobs they have not previously thought of, help inform career choices, offer a chance to prove themselves to an employer, enable young people to develop the relevant occupational skills and help instil the attitudes and behaviours expected at work. Moreover, Work Experience has become increasingly valuable when securing a place at university. More and more universities ask for some kind of Work Experience prior to applying to university.

- **Relevant work experience was rated by 66% of recruiting employers as being a critical or significant factor looked for in candidates**
(UKCES Employer Perspectives Survey 2014)
- **31% of young people starting their working lives do not feel they have the appropriate skills, citing a lack of work experience (71%) as being their main weakness**
(CBI/Pearson Education and Skills Survey 2013)

The actual placement week will be between Monday 7 September and Friday 11 September 2020. Placements can be organised within Norfolk and Suffolk; placements organised outside of these areas **will incur a cost to cover health and safety checks**. Students should speak with Miss Emmerson as soon as possible, if they are thinking of undertaking a placement outside of Norfolk and Suffolk.

Students can create a Work Experience programme for themselves that features one- or two-day placements combined across the week as an alternative to a single five-day placement.

Upon completion of a period of Work Experience students will be able to refer to their placements in their UCAS Statements, AQA Baccalaureate Enrichment Diaries, Award of Personal Effectiveness project and applications for employment, apprenticeships and further education after they leave the Sixth Form. Year 13 students should be able to access a wider range of relevant placements during the target week, including providers in the medical, legal and construction sectors. Students who do not manage to secure a placement for this week will be expected to attend school to undertake a series of co-curricular activities.



Thorpe St Andrew School and Sixth Form

Laundry Lane, Thorpe St Andrew, Norwich, Norfolk, NR7 0XS

Telephone: 01603 497767

Email: sixthformtsa@yare-edu.org.uk

Website: www.thorpestandrewschool.org.uk



Students will be required to approach and arrange a relevant and meaningful placement for the week beginning Monday 7 September 2020. They should look to arrange these placements in an environment which will directly enhance their future applications, and which will develop key employment skills.

“Positive Work Experience” as defined by the Department for Education highlights a few points that need to be understood when sourcing placements. Firstly, it must not be paid. Some students may have a part-time job, which is fantastic, but working at their usual job or an additional one for the week means they are working under employment, not as Work Experience. Secondly, the Work Experience should not be with a direct family member; although insurance issues may be quite minimal, Work Experience should be a real experience of work which could be slightly distorted working directly with a family member; it is also included in the Work Experience guidelines. Finally, health and safety is paramount to ensure all of our students are attending safe working environments. Any placement that is deemed a “High Risk” will require a safety check. Those that cannot meet the safety requirements of the student will have to be declined.

All students have been given a pack of information, which includes a Self-Generated Placement Insurance Form. This will need to be completed by the employer and returned to **Miss Emmerson** at the school, who will then review placements, and allocate risk assessments where needed.

We are confident that our students will benefit from a meaningful placement, which they can use in their CVs, applications and personal statements as a significant benefit. We look forward to working with Year 12 as they seek out appropriate placements for their Work Experience, and we also look forward to hearing about their experiences on their return.

The deadline for placements to be agreed and paperwork completed and returned to Miss Emmerson is Friday 27 March 2020.

Students can gain help and support from Miss Emmerson - kemmerson9nrd@yare-edu.org.uk - and via the Year 12-13 Work Experience Google Classroom and the website: thorpecareersportal.info/work-experience. Alternatively, students are invited to pop into the school’s Work Experience and Apprenticeship Workshops after school on Thursdays in N21, where Miss Emmerson (Pathways Guidance Coordinator) and Mr Fish (Curriculum Leader: Student Guidance) are available to deal with queries.

Yours sincerely,

Ms Bernard

Deputy Principal – Sixth Form