



## Year 10 Work Experience

Dear parent/carers

Recently, your child attended an introduction session about the upcoming Year 10 Work Experience Programme, which will take place from **6th to 9th May**. They also participated in an assembly that provided further details about the process and what they should expect. Hopefully, they have come home excited about the valuable opportunity ahead.

Work experience is a fantastic chance for students to step into the professional world, explore potential career paths, and gain first-hand insight into workplace expectations, practices, and protocols.

As part of our commitment to career education, this initiative aligns with **Gatsby Benchmark 6**, which states:

*"Every pupil should have first-hand experiences of the workplace through work visits, work shadowing, and/or work experience to help their exploration of career opportunities and expand their networks."*

Research shows that engaging with a workplace environment helps students develop a more realistic understanding of professional expectations. It allows them to interact with employers, observe work processes, and gain valuable experience that can support their future career decisions.

### Finding a Work Experience Placement

Students are encouraged to take an active role in securing their own placements for the four-day programme. Reaching out to potential employers—whether through formal conversations, emails, or letters—helps develop essential communication and professional skills.

We kindly ask for parental support in this process by helping your child identify potential work experience opportunities and guiding them in making contact with employers. Most placements are found through family, friends, or business connections, so we encourage students to explore these networks.

Please note that due to age restrictions and industry regulations, some sectors—such as medicine, accountancy, and law—may have limited availability for Year 10 placements. With this in mind, we encourage students to be flexible and open-minded in their search for work experience opportunities.



RESPECT



TRUTH



COMPASSION



JUSTICE



FAITH

## Parental Consent and Support

Before any placement can be confirmed, two important steps must be completed:

1. **Parental Consent Form:** A Microsoft Form must be completed, providing student details, emergency contact information, and parental consent for participation in the Work Experience Programme.
2. **Work Placement Form:** Employers hosting a student must complete a form confirming placement details and health and safety measures.

If your child needs additional support in finding a work placement, **Careers Consult UK** is available to assist. There is an option to request this support within the Parental Consent Form.

We appreciate your support in making this a valuable and enriching experience for all our students. If you have any questions, please do not hesitate to contact us.

<https://forms.office.com/e/D83DqxCRcH>

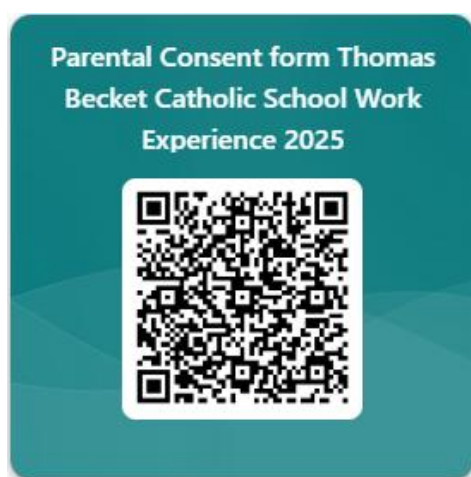
The deadline for completion of this form is 7th<sup>th</sup> February 2024

The second link is the employer consent form, which will have to be completed and submitted by the employer confirming a place has been offered.

<https://forms.office.com/e/jrE7R9wyP9>

The deadline for completion of this form is the 14th March 2024

Alternatively please scan the QR codes below.



If you have any concerns or questions regarding any aspect of the process, please contact us on [info@careersconsult.uk](mailto:info@careersconsult.uk) and we will endeavour to get back to you within 24 hours.

Best regards

Michelle Llabani & Kate Allen  
Directors of Careers Consult UK



FROM EDUCATION TO EMPLOYMENT