30th January 2023

**Year 10 Work Experience – 17th – 21st July 2023**

Dear Year 10 student

Even though you are not due to go out on your Work Experience placement until 17th July 2023, you need to start thinking about it and planning now. Popular places fill up very quickly and St Luke’s is just one of many schools taking part at the same time, so the sooner you decide what you would like to do the better.

It may seem scary to think about going out into the workplace, but this is a really valuable and exciting experience and, if organised properly, should take place without any problems.

The first step is to start thinking about the type of work experience you would like and the employers that may be able to offer you placements.

If you know, for instance, that you would like to be an Architect or a Biomedical engineer you can look on Google to find local companies that you may like to apply to.

You can also speak to your parents, teachers, other family members, they have lots of experience and may have contacts or ideas they can share with you.

It is really important that students apply for work experience themselves as most employers do require this, some will also interview students before taking them on work experience to ensure that they really have an interest in the business.

You can also use **Veryan Webview**, this is an online service which details businesses that have taken students in the past (please note however this is used by schools, colleges and universities, in some cases they may not take students under the age of 16, also companies do change their policies on work experience from time to time, just because they are on Veryan does not mean they will be able to offer a placement). You will be able to access Veryan at school or from home if you have Internet access.

Enter web address - http://devon.learnaboutwork.org/

Click on student and you will be taken to the log on page.

Choose St Luke’s C of E School from the drop down list – submit.

Under name enter: SL Student

Pin Number is: 5888

You are now on the student home page – select SEARCH.

On this page you can choose various criteria to narrow down your search, you can choose specific job areas, or if you know the company name you would like to try, you can enter this. If you know that you want to restrict your search to the Exeter area, put Exeter in the Town/area box.

Once you have entered your search criteria click on “SEARCH”.

When you have found a placement that interests you, click on “VIEW” to see further details. This will give you contact details and a generic job description.

**Please consider the following:-**

1. What type of placement do you want?
2. Are you prepared to travel? – If you are it opens up more opportunities, if you only want to go within a couple of miles of home, you are limiting your options.
3. If you don’t manage to find a placement doing your first choice – make sure you have alternatives.
4. Be realistic about what opportunities can be offered to school age children. For example GP’s and nurses can’t let you sit in on a surgery. Solicitors mainly work with University students.
5. Please note any business taking a student on work experience **MUST** have Employer and Public Liability insurance.

**The Work Experience Time Line**

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| --- | --- | --- |
| Date | Action | Complete |
| February | Contact employers via letters or phone. Keep a note of all the places you have contacted. |  |
| March | If you have had no response, phone the companies you have written to, it doesn’t hurt to look keen. If you are turned down for a placement – don’t feel rejected, it’s not personal, Look for alternatives as soon as possible. |  |
| **22nd May 2023** | **DEADLINE** –Work experience 3-way Agreement form and Health declaration form to be given to Mr Kelly. This will allow time for the placement to be Health & Safety checked. |  |
| 17th July 2023 | Work Experience Begins |  |

**Things to remember**

1. This is your work experience – Don’t choose something because your friends are doing it –Do it because it’s what you want to do.
2. The majority of businesses only offer placements to one student at a time.
3. It is up to you to find a placement, we can help, but **you must** write letters/or make phone calls, it is all part of the experience and the most successful placements are those that students have arranged themselves. Feedback from employers shows that they want the student to get in touch.
4. Try to have lots of options – don’t limit your choices to only one profession.
5. Any experience is better than none.
6. Be prepared to try something new.
7. Do not leave it till the last minute. Ask for help sooner rather than later.
8. As soonas you have a placement, let Mr Kelly know.

**What Happens Next** –Once work experience is agreed and the 3 way Agreement form and Health declaration forms are completed, hand them to Mr Kelly so they can be registered and then the placement can have the Health & Safety checks.

Kind regards

Mr Kelly

Head of Year 10