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14<sup>th</sup> September 2023

Dear Parent/Carer

**Year 10 Work Experience  
13<sup>th</sup> to 17<sup>th</sup> May 2024**

We are delighted to be writing to inform you of work experience for Year 10 students this academic year. We believe that work experience is a vital factor in helping students to understand the world of work and realise the reality of the careers curriculum they follow within the academy, to help them consider what their future steps may be. Participation has been proven to help students' personal and social development, as well as learning key employability skills. At this stage of their education, we expect students to seek placements that will give them an idea about what it is like to go to work, but not necessarily an experience related to their career. However, if a placement can be linked to their future aspirations, this will assist them in deciding if this is a career path they wish to pursue in the future.

To organise a work experience placement can take a long time. It involves input from the student, the academy and the employer. We recommend that students start to think about the experience they want, and then approach the organisations they would like to work with as early as possible – this must not be left until the last minute.

**When will Work Experience take place?**

Year 10 Work Experience will be for 5 days. It will take place from 13<sup>th</sup> – 17<sup>th</sup> May 2024

**What is enclosed in this pack?**

In this pack there are two further documents.

**1. The Norfolk County Council guide for parents for Work experience.**

This is designed to help answer any questions you may have and to help to give you ideas as to how to support your child throughout this process.

**2. The Student self-placement form for Work experience**

This form must be completed by yourself, your child and the employer. Once this is completed, it must be returned to your child's form tutor. This form must be returned no later than **Monday 18<sup>th</sup> March 2024** in order that The Norfolk County Council can perform all the relevant checks before the placement commences. If the form is not returned by this date, we will not be able to guarantee that the placement will be able to happen.

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## **Finding a Placement**

- Students need to contact organisations directly, to enquire about work experience placements and organise their own placement, completing the enclosed paperwork.
- If students have the opportunity through friends and family to arrange a placement for themselves, this is acceptable but they must hold a current Employer Liability Insurance.
- If you are having problems finding a placement please speak to any of the below suggested contacts within the academy.

## **What happens next?**

The student self-placement form must be completed and returned to school as soon as possible. The County Council will then carry out the relevant Health and Safety/Risk assessment checks on our behalf. Once a placement has been approved, we will send a letter/email to yourselves and the student to let you know this.

## **Travel**

When finding a work experience placement please be aware of travelling expenses and timetables. The Academy is unable to pay for or arrange transport. However, students are able to use academy transport to and from the academy to access Swaffham. However, this will limit the times they are able to attend the placement and will need to be agreed with the employer.

## **Logbooks**

Every student is asked to complete a logbook during their work experience week. When the student returns to school, the completed logbook should be handed to their form tutor. The logbook can be used by the student when applying for college, university or employment.

## **Preparation**

Students will receive guidance and advice on workplace behaviour, health and safety, and other work-related issues prior to their placement along with their logbook.

## **What are the benefits of work experience for students?**

Work experience provides students with the chance to experience the world of work. It is a preparation for life after TNHA.

A few of the many benefits are:-

- Being punctual, acting responsibly, doing routine tasks, and following instructions.
- There is the chance to practise knowledge and skills learnt in the classroom in a work setting.
- Developing skills for work; such as working with customers, learning new skills and using initiative to deal with different situations.
- An exposure to the world of work can help students develop a more mature attitude and increased motivation to study.
- Students have a chance to gain an understanding of a career path or opportunity from first-hand experience.
- Students gain a better understanding of how organisations work and what the work environment is like.
- Students have an opportunity to see the relevance of their school subjects to the work environment.
- Students increase their awareness of the range of opportunities within different organisations.

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### **Expectations of the student**

- Attend every day.
- Be punctual.
- Contact the employer and the school if they are unable to attend.
- Wear appropriate clothing.
- Use appropriate language and behaviour.
- Obey instructions.
- Be keen and willing to learn.

### **Why is work experience valued by employers?**

Employers value work experience because... 'It helps young people to develop interpersonal skills with adults and become more aware of how typical businesses work'... 'it puts students into real work situations, and they begin to develop an awareness of many aspects of working life which can be extremely difficult to convey in school' ... 'many students are inspired by their work experience and having a career goal motivates them to achieve more in school. Some students are motivated to achieve more because they see how mundane the working lives of some unskilled staff can be without qualifications' ... 'many of the skills that employers want from an employee can be developed and refined during a work experience placement'.

These skills are common to nearly all sectors of the work environment and include:

- Good verbal and written communication.
- Being able to work with others.
- The ability to plan and organise their working day.
- Being able to use their own judgement in different situations.
- Showing initiative and being self-motivated.
- Having the ability to solve problems.
- Being able to complete a task on time and to a budget.
- Being ICT literate.
- Being competent at working with numbers, data and information.

If you have any further questions or concerns, please do us via Email: [Rebecca.Cullum@attrust.org.uk](mailto:Rebecca.Cullum@attrust.org.uk) or [Kate.Warnes@attrust.org.uk](mailto:Kate.Warnes@attrust.org.uk)

Kind regards

*Kate Warnes & Rebecca Cullum*

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