

Work Experience Program July 2024

Dear Parent / Carer

November 2023.

Last month we launched our Work Experience Program during development day. During the week of the release, Careers Southwest changed the website they were using to log and check placements. There have been some teething problems with this new website, most of which have now been addressed. This has slowed down proceedings. Thank you for your support so far with the forms we have back.

We are now using Grofar. <https://grofar.com/> Students have been sent the link to login to this website via their school email account. From there students can log in and start searching and creating their student passport. Students will have an opportunity to go through this process with one of the work experience team.

Below is a reminder of dates and the process

- Work experience will take place on **Monday 15th – Thursday 18th July 2024 inclusive.**
- Students must also attend school on **Friday 19th July** for the Work Experience Debrief where they will update their CV and log their experiences.
- Students still need to find their own work experience and get their paperwork completed
- The new deadline is **Wednesday 24th January 2024.**
- We are aware that some opportunities do not become available until after this date

Work Experience is a requirement for all Y10 Students, who will be required to fill out an online diary each day whilst at their placement. The aim of work experience is to provide students with an insight into the world of work and apply their employability knowledge learnt throughout Year 10.

As a school we will support students in identifying a suitable work placement, however it is the responsibility of the student to take the initiative and proactively seek a placement and approach an employer via letter, email or face-to-face contact. Ultimately, their placement should reflect their progression pathway, and give them an insight into an industry sector or career they may wish to move into when they enter the world of work.

Each Work Experience placement will have a Full Health and Safety check carried out by a company called ***Careers Southwest***. This is free as long as the company is in the Southwest area. Any organisation without the necessary **Employers and Public Liability insurances** will be turned down; this is for the safety of your child. This may mean that people who work on their own or very small organisations are unlikely to be suitable for work experience placements.

Please complete of all sections including the back page of the Work Experience application form which must then be **signed by you and the employer** and then returned to **The Careers Office** once the placement has been secured. The deadline for submission of the completed form is **Wednesday 24th January 2024.** This deadline is to ensure that there is enough time to generate the necessary health and safety checks required.

Tiverton High School

Headteacher: **Sammy Crook**

Deputy Headteacher: **Fay Crellen**

Deputy Headteacher: **Reg Gilbert**



If your child is going to Kenya then they will not need to find a work experience placement. This will still need to be logged in the same way using the same website.

Please note that although the Work Experience Program does not take place until July, placements are limited, and your child is competing with other students in their year group and two other High Schools in this area. Being proactive is essential.

If you have any concerns or questions, please feel free to contact me via email on:

we@tiverton.devon.sch.uk

Yours faithfully

Rae Parker

Ms Rae Parker

Assistant Head Teacher:

Curriculum & Assessment

