



25th March 2021

In all things faithful

Dear Parents / Carers,

Year 10 Work Experience

Careers Education is an integral part of St. Damian's curriculum. In Year 10, pupils will use the final week of the Summer term to take part in our work experience programme. This promises to be an exciting and enjoyable experience for our pupils which will be highly valued by higher education providers and future employers when pupils write applications for colleges, apprenticeships and jobs in the future.

The aim of the work experience programme is to motivate pupils to excel academically and to help pupils relate their academic work to working life and skills needed for the workplace. It helps pupils to make informed decisions about their future career and also improves pupils' self-confidence and personal and social development as it prepares them for the demands and expectations of the rapidly changing world of work.

St. Damian's Work Experience Programme

St. Damian's Year 10 Work Experience week will take place from Monday 12th July - Friday 16th July 2021. St. Damian's has formed a working partnership with 'Changing Education', a national Education Business Partnership who specialise in all aspects of the delivery of a successful work experience programme. All Year 10 pupils are expected to take part in the 5-day work experience programme at the end of the Summer term.

Given current Covid restrictions and the fact that many workplaces and businesses will be re-opening at different stages following a significant period of closure during the lockdown, St. Damian's has decided to launch a more flexible 'blended approach' to work experience. This means that there are two choices:

Option 1: Pupils can organise a 5-day placement for themselves in a workplace of their choice.

Option 2: Pupils unable to find a self-placement, will take place in a Virtual Work Experience programme in school.

Parental Support

As parents/carers we would ask that, where possible, you help your child find a self-placement. If this is not possible, please email careerprospects@stdamians.co.uk. to register your child for the Virtual Work Experience programme in school. Please ensure that the deadline of 30th April 2021 is met and that you confirm either Option 1 [Self Placement] or Option 2 [Virtual Work Experience Programme in school]. This is essential to allow advance planning so that we can liaise with employers and complete health and safety checks in good time and that we can organise the required provision in school.

If you have any queries, please do hesitate to email careerprospects@stdamians.co.uk. This is the school email address dedicated specifically to work experience. Emails will be overseen by Mrs A. Forbes.

Yours sincerely,

M. Henshaw

Mrs M. Henshaw
Deputy Headteacher

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Headteacher

Mr S Logue BA (Hons), M.Ed., NPQH

St. Damian's RC Science College

Option 1: Self Placement

Preparation for Work Experience Placement

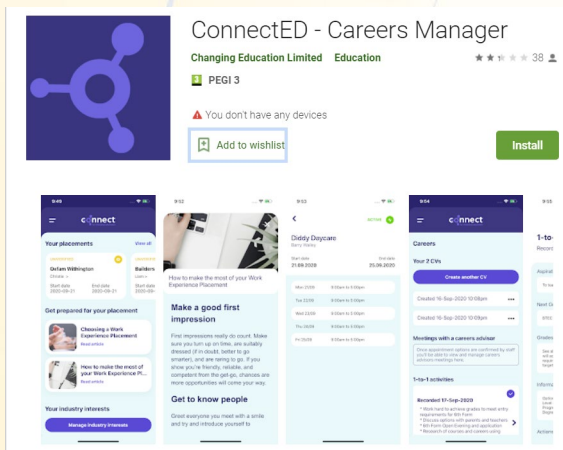
Prior to work the start of the work experience placement, school will ensure that your son/daughter receives preparation regarding contact with the employer, travel, working hours, expectations, responsibilities, activities, lunchtime arrangements, health and safety etc. Work placements are administered by *Changing Education* and are subject to health and safety checks carried out by suitably qualified staff. If a pupil is committed to a placement, but does not attend, you will be liable for the administration charge paid by the school to *Changing Education*.

Self-placements

We encourage our pupils to find their own work experience placements if they have an interest in a particular occupation, for example, sport and leisure, media, law, business, health, finance, engineering and construction trades. Other self-placements develop essential employability skills and can be found by using personal networks of family and friends. Such self-placements prove to be very valuable experiences. Employers expect pupils to have an interest as opportunities are limited and often favour those who approach them directly. The school has a duty of care to ensure that self-placements meet health and safety requirements. Placements that are not signed off by the school and *Changing Education* will not be accepted as a valid work experience placement. *Changing Education* have a list of employers who may offer work experience placements to pupils in our school. The deadline for self-placements is **Friday 30th April 2021**. If your child is not able to find a self-placement, they will be enrolled on the Virtual Work Experience programme in school.

Use of the Work Experience Mobile App

We will use the Changing Education 'ConnectED' app to deliver our Work Experience programme. The process of getting your son/daughter set up on the app is simple. Your child will need to download the ConnectED on their smart phone from their phone provider's app store.



Once they have installed the app and opened it, there should be a message on the home screen which will ask the pupil to scan their QR code. This code will be given to the pupil during form-time to take home with them. Once scanned your son/daughter needs to input a four-digit pin, which will be their password to access the app going forward. Please note that pupils will need to use this app at home. Pupils do not have permission to use this app in school. Our policy is that pupils do not use their mobile phones in school.





Pupils not using the Work Placement Mobile App

We will be providing paper-based placement forms to those pupils who do not have access to a smartphone. Pupils must request these from Mrs Forbes in the school office.

Option 2: Virtual Work Experience in school

The Virtual Work Experience programme will be launched in school on Monday 12th July 2021. Prior to this, pupils will still need to download the ConnectED app and complete steps 1-3 listed below.

During the week, pupils will engage with at least three different job sectors, create a CV and have contact with employers. They will also acquire budget planning skills so they can manage future finances.

<p>STEP 1</p> 	<p>STEP 2</p> 
<p>Download the ConnectED placement manager app.</p>	<p>Submit three areas of industry interest and create a placement.</p>
<p>STEP 3</p> 	<p>STEP 4</p> 
<p>Submit the work personality questionnaire.</p>	<p>Receive the full timetable for the designated week.</p>