



5<sup>th</sup> October 2021

Dear Parent/Carer,

**Re: Work Experience Information Virtual Presentation, available on the CTK website from  
Wednesday 6<sup>th</sup> November**

As you may well already be aware, in the current economic climate, it is more important than ever that your child is prepared for their future after their time with us at Christ the King Catholic Voluntary Academy. Employers are increasingly looking to recruit young people who demonstrate key employability skills that demonstrate their readiness to join their workplace. Through our links with local business enterprise networks, we know that employers expect young people to be hard-working, punctual, co-operative, self-assured, entrepreneurial, self-motivated, achieving, aspirational, resilient, and most significantly, experienced, before applying for positions and opportunities within their organisation.

As part of our ongoing programme of work-related learning events, our Year 10 students are being given the opportunity to schedule a week's placement with an employer during our academies' official 'Work Experience Week' from **Monday 20<sup>th</sup> June – Friday 24<sup>th</sup> June 2022**. During this week, students will be able to gain crucial experience of a workplace to enhance their CV and their employability skills.

Whilst we recognise that some students may not feel comfortable attending a placement in the current climate, we are assured that employers are keen to welcome them into their workplaces. However, we reserve the right in the event that the national situation changes, to revoke this opportunity, should Ms Love consider it to no longer be safe to allow students to attend their placements.

Students who do not attend a placement will be given a placement within school for the duration of the week and will need to ensure that they continue to attend school.

In 2019, the last time we ran a work experience week, all students managed to arrange and attend a placement. Feedback from those students indicates that they found the experience very worthwhile and for some, opened their eyes to the world of work for the very first time. Indeed, many of our sixth form students also frequently cite this experience as a contributing factor in them successfully gaining their desired place at their university of choice.

Year 10 is an important year for developing your child's employability skills; in November a mock interview has been arranged for your child with a real employer, to offer them the opportunity to develop their interview skills and in the summer term, they will also have a speed-networking event with employers.

To build on previous years successes, and support your child to find a suitable placement, on **we have put together a virtual presentation on our school website explaining the process and how to use Safety Measure's database of historical placements** - to search for potential placements for your child - and to find out more about the experiences of previous students.

The Virtual Presentation can be viewed here: <https://www.christtheking.notts.sch.uk/careers/work-experience/>

**How to find a Work Experience Placement**

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**To access the Safety Measures website, your child will need a unique password and login.** Details of this have been provided on the separate information sheet given to your child during tutor time. This allows them access to the Futures database.

Please be aware that as part of the experience, students are expected to contact employers directly to enquire if they can arrange a placement with them. Once the placement has been agreed, your child must complete and return a **Work Experience Notification Form** to Student Services, at the earliest opportunity, confirming the contact name and details of their employer. If this is not completed, then we will not be able to undertake the necessary insurance and health and safety checks to allow your child's placement to proceed. This form has also been given to your child in tutor time, however spare forms can be printed from the Careers > Work experience section of our school website.

It is not too soon for your child to be making arrangements and contacting employers. Please be aware that the final deadline for school to be informed of placements will be May 13<sup>th</sup>, 2022. After this time, there will be insufficient time for checks to take place and permission will not be granted.

### **School Careers' Advisor**

We are also delighted to welcome our newly-appointed school careers' advisor – Sean Panting – to our staff Team. He will be introducing himself to your child later this term and will be working with us to provide tailored information and guidance to each student.

If you have any further questions after watching the presentation, please do not hesitate to get in contact with Mrs Myatt or Mr Pringle (Work experience administrator).

Yours sincerely,

Mrs Myatt

Mrs Myatt  
**Work Related Learning Co-ordinator and English Teacher**

