

Dear Parent/Carer

Year 10 Work Experience Scheme 2017 – Monday 15th – Friday 19th July 2019.

All year 10 students at Carter Community School are given the opportunity to take part in a Work Experience Scheme which will take place during the five days above. We work in conjunction with CSW Enterprise who play a vital role in vetting places of work to ensure that Health and Safety standards and insurance requirements are met.

1. Students are given a unique PIN which gives them access to the website, at school and at home (<http://dorset.learnaboutwork.net>). By using this pin they will be able to view employers' details as well as the ability to check on the progress of their application. They will also receive messages and updates from the Work Experience Coordinator, Ms Turner via this system. A guide to using the learnaboutwork system is viewable on the site but students will also be given an overview of how to use it at school. Information, advice and opportunities to search the website will be given to students during tutor time.

2. Using the database, students should make an initial choice of 3 possible placements in order of preference, this will be carried out in school on the Work Experience training day on Thursday 18th October 2018. Students should then contact their first choice placement by **telephone in their own time** to discuss a placement and interview (students will also have training on how to contact potential employers with in the training day at school). After making their phone call if students are unsuccessful they should then contact their other two choices in turn and make more choices if needed. It is possible for students to arrange their own placement with employers who are not currently available on the website. This would be subject to the appropriate legal requirements and checks. Any students wishing to do this must come and speak to Ms Turner by 31st October 2018.

3. Once a student has an interview date from a prospective employer they must see Ms Turner to collect the relevant paperwork and instructions for the next steps, **Students must arrange an interview and get the consent forms signed by the employer. Parents and carers must also sign their consent forms and note any medical conditions.**

Once a placement has been confirmed we will NOT be able to change it as our provider Education Business Partnership South West charges £30 for any change, plus £20 for a late application.

Each student has until **8th February 2019** to organise his/her placement and return the placement forms, obviously the earlier they approach employers the better as most employers will only take one student for a work placement.

If you have any questions please contact Ms Turner by email turnerj@carter.poole.sch.uk or telephone 01202 676789.

Yours sincerely



Mr C Phillips
Vice Principal

Principal: Ms S Davidson BEd. (Hons)

Vice Principals: Mr C Phillips BSc. (Hons) • Miss N Pitman BA (Hons)

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