

School Letterhead/Logo

## Year 10 Work Experience

<https://nybep.work-experience.co.uk>

Log in username & password – Millthorpe22

Try logging in to our Work Experience Online Resource for more tips:

<https://padlet.com/NYBEP/6pp8l6bbn3s163nu> - password is WEXsuccess3119

Dear Parent/Carer

We ask for your support throughout the forthcoming work experience programme to ensure all students are happy with their placement choices and have the best possible experience.

Work experience provides an excellent opportunity for students to gain an insight into the working world, develop important skills and boost confidence. Whilst we understand that students will obviously wish to work in an area that interests them, it is not always important that the placement exactly mirrors their career aspirations. Employers often refer to the transferable skills that young people need to develop; therefore it is often more valuable to consider the type of working environment and the skills they wish to develop such as communication skills, ability to work in a team, motivation and increasing their confidence etc.

Once a student has found their own placement, the Agreement/Consent Form (included in this pack) will need to be completed and signed by the student, yourself and the employer - without this, students are not able to start their placement.

Upon completion of the Agreement/Consent Form, NYBEP (an Education Business Partnership covering Yorkshire, Humber and the North East) will then contact all employers and complete the relevant H&S visits and Young Person's Risk Assessments prior to the students commencing their placements. In order for this to be completed, please make sure forms are returned to school by **Friday 28 January 2022**.

Things to consider:

- Before handing in the Agreement/Consent form please feel free to make a copy so you have all important details such as employer contact details, working hours, dress code etc. Please make particular note of the start and finish times - where these are out of school hours, or if a student finishes early (i.e. during the normal school day), parent/carers are expected to take responsibility
- We advise all students to contact their employer again prior to their placement start date to confirm everything is still in place.
- All students will be issued with a Work Experience Journal prior to their placement start. Please could you encourage them to complete their journal during the placement rather than trying to fill it in at the end!
- If students are ill they must inform both their employer and school. Each student should be contacted by a member of school staff during their placement. If there are any issues or concerns during their placement, you should contact school.

Finally, thank you for your support in preparing for work experience. It is an excellent opportunity to shape a young person's perception of the world of work.

Many thanks,  
Work Experience Coordinator