

8 November 2019

Dear Parent/Carer

**YEAR 10 WORK EXPERIENCE WEEK 2020**

Work Experience week 2020 is from **Monday 29th June to Friday 3rd July 2020** and will involve all students in Year 10. The week is designed to inspire and equip your son/daughter to take advantage of opportunities in an increasingly competitive work place. Work Experience provides the opportunity to explore the world of work and make decisions on possible further education and career paths. This opportunity can provide an initial link to a future employer and will help to build personal confidence and enable students to discover qualities they never knew they had! In addition it will provide good evidence for college/HE and apprenticeship applications in the future.

All Year 10 students need to log into the local area Work Experience database at [www.northbrook.ac.uk/wex](http://www.northbrook.ac.uk/wex) the login user name is WX008STU (*N.B. the login has two zeros in the middle not the letter O)* and password is southfarm. Full details are provided as an appendix to this letter. Once students have accessed the database they should select 3 possible placements. Deadline Friday 22 November 2019.

Please can you discuss with your son/daughter what career areas they might be interested in. If your son/daughter can’t access the website please encourage them to attend one of the lunch time drop in sessions next week in B3 so that we can support them.

All students will go through a formal process of application set by the chosen employer once they have been placed. All the companies/organisations listed on the database as GREEN or AMBER have been checked to ensure that all the necessary health and safety and insurances are in place. If you have a personal contact (a company not listed on the database) that could offer a one off placement please be aware that this would be subject to a health and safety pre-placement check and a parent/carer fee of £30 if the placement is in West Sussex. Potential placements outside of West Sussex will incur a £50 charge and may not be approved.

Please be aware that it is becoming increasingly difficult to find placements in the following areas: -

* Construction Trades e.g. building, plumbing, electrical work and roofing
* Dentists
* Veterinary Work
* Airports
* Doctors
* Hospitals
* The Law
* Journalists
* The Fire service and hospitals do not usually offer placements to under 16s
* Armed forces
* Theatre and design

In addition, some organisations have a different application process:

* Sussex Police have a specific application form, which has already been shared with students – the deadline to submit application for consideration is the 29 November 2019. Please see Mrs Hayler if you wish to submit an application form.
* Rolls Royce in Chichester ask students to apply to them directly – please see further details on their website.

[https://careers.rolls-royce.com/united-kingdom/students-and-graduates/work-experience/](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fcareers.rolls-royce.com%2funited-kingdom%2fstudents-and-graduates%2fwork-experience%2f&c=E,1,VXQVNI1DHHqFZLQf8tlFahyEekYUM35p7DV6H7pGmFpZm8vWIVDgVVyXe6BvHGalJvlppKBeP0wgIWl_mEemjLIBXDBGskcv1qdnayhonzub4Q,,&typo=1)

The deadline for your son/daughter to complete the choices form is **Friday 22 November 2019**.

In the meantime, if you have any further queries please email career@worthinghigh.net

Kind regards



Karen Hayler

Business Manager

**Year 10 Student Work Experience Information 2020**

The date of the work placement week is **Monday 29th June Friday 3rd July 2020**

You will be allocated a potential placement once you have followed the instructions below:

Login onto Northbrook website <https://www.northbrook.ac.uk/wex>

Username: WX008STU *(NB it is two zeros in the middle not the letter O)*

Password: southfarm

* Search for a job – remember to select 14-16 placements and type in the geographical area i.e. Worthing.
* CARE The database shows all the opportunities that are available for students across the locality – it does not mean we are definitely able to access the placement.
* Enter your full name and Tutor group on your preferred job. Select no more than 3 **by Friday 22 November 2019.**
* Please attend a lunchtime drop in sessions if you need support to do this.
* You **must not make contact** with any employer listed on the database.
* This data base is to give you some ideas and does not guarantee a place you request.
* The high demand positions will be allocated to the best applications forms.

Displayed are traffic light dots under Risk & Status

|  |  |
| --- | --- |
|  | Green dot means health & safety risk assessment is up to date for 3 months and is low risk |
|  | Amber dot means medium risk health & safety risk assessment is up to date |
|  | Red dot means placement has expired and health & safety risk needs updatingPlease note if you want to try and get this type of placement it may cost you up to £30 to have it assessed. |

**What should you do next?**

* Once your 3 choices have been logged the system will send a message to the school work experience co-ordinator who will go through your choices in preference order.
* You may need to meet with them if your 1st choice is not available
* You must not make any contact with the potential employer; the school will do this.

**IF YOU CANNOT ACCESS THE WEBSITE PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE BY**

**Friday 22nd November 2019**

**NAME OF STUDENT**…………………………………………………………………………..

**TUTOR GROUP**……………………………………………………………………………………

**PLEASE INDICATE 3 AREAS OF EMPLOYMENT/COMPANIES OF INTEREST TO YOU**

**1)**…………………………………………………………………………………………………..

**2)**…………………………………………………………………………………………………..

**3)**…………………………………………………………………………………………………..

**PLEASE PROVIDE DETAILS OF PERSONAL CONTACT FOR PLACEMENT (IF YOU HAVE ONE)**

**Name of placement**…………………………………………………………………….

**Address**…………………………………………………………………………………………

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**Contact Name**..................................................................................

**Tel. Number**…………………………………………………………………………………

**Email**…………………………………………………………………………………………….

**PLEASE INCLUDE ANY ADDITIONAL NEEDS THAT MAY BE REQUIRED FOR YOUR PLACEMENT. THIS MAY INCLUDE MEDICAL CONDITIONS, LEARNING NEED, DISABILITY**

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