

**We Deliver Success**

Dear Parent/Guardian

**WORK EXPERIENCE – Information for Parents**

During the Academic Year 2022-2023 your son or will take part in a work experience placement. Please read the following information:

*West Derby School have commissioned Elevate EBP to provide this opportunity and ensure all health, safety and welfare requirements are met*

**ABOUT WORK EXPERIENCE**

Work experience is non-vocational and gives young people a ‘taste’ of working life and an opportunity to practise important skills such as communication skills, working as part of a team and developing resilience. Whether your son plans to stay on at sixth form, goes to college or gets an apprenticeship – all pathways lead to work and the more experience he gains the more success he will have in the future.

**PRIOR TO PLACEMENT**

Initially, we give students, parents/guardians the opportunity to find their own placement using the ***‘Self Placement Form’*** enclosed. If your son cannot find a placement for himself, he will be given a ‘***Selection Form’*** to make choices on his preferred category of placement. Elevate EBP will then find him a placement based on these choices and within reasonable travel.

**Ideas for arranging an own placement:**

* Ask family networks or friends.
* Contact companies online via websites or social media channels or in person – best to come from the young person. (make sure to tell the business **WHY** you want to do your work experience with them).
* If your son is not too sure what to do – think about the subjects they enjoy or hobbies they have and link the placement to these.
* Students must have ***REALISTIC*** travel expectations. It is highly likely they will have to use public transport.

If students find their own placement outside of the Merseyside area but within England, we will ask the local EBP or equivalent to undertake a Health & Safety visit on our behalf, however this cannot be guaranteed. We do not have the facility to authorise any placements in Scotland, Ireland, Wales or Overseas.

For students who do not arrange their own work experience, they must be prepared to take the placement that we arrange for them from one of their four choices. At this stage there will be no time to swop as we will not have time to make the necessary assurance checks with the employer.

A few weeks prior to placement they will receive a Job Description giving details of the organisation where they will spend their time on placement. Parents/guardians need to read this, paying particular attention to any specific hazards and control measures in place.

Work Experience is an amazing opportunity for young people and West Derby School have provided this to improve the chances of your son finding engaging, meaningful and fulfilling employment in the future. Please encourage them to make the most of their time on their placement when the time comes.

Thank you for your support.

**The Work Experience Team at Elevate**

**and**

**Mrs Williams and Mr Donohue**

**Heads of Sixth Form**