



Cranbrook Education Campus
(A Member of the Ted Wragg Trust)
Tillhouse Road
Cranbrook
EX5 7EE
Tel: 01404 823293
www.cranbrookeducationcampus.org.uk

Year 10 work experience 15th-19th July 2024

Dear parent/carer,

This year we are extremely pleased to be able to run work experience once again for all year 10 pupils. The week will run from Monday 15th – Friday 19th July 2024. This placement should reflect their career interests, and give them an insight into an industry sector or career they may wish to move into when they enter the world of work. This vital part of their career journey year will start to be covered during their Personal Development lessons this term where they will be given guidance and time to create a CV and an application letter. However, this is something that will need to be finished outside of lesson time to in order to ensure a high quality of work. Additional guidance and support on completing these can be found on our careers tab on our website.

As demand is extremely high and not all employers are back to offering placements post-covid, there will likely a number of rejections to work experience applications. Because of this, your child has been asked to apply for 3 potential employers and send off letters of application as soon as possible in order to ensure the highest chance of success.

As a school we will support pupils in identifying a suitable work placement. We do however need your child to take the initiative and proactively seek a placement and approach the employer via letter, email or face-to-face contact. Parents are encouraged to support in this process as it can be quite daunting. Parents and employers are also responsible for completing the documents required by Careers South West who complete health and safety checks. These documents will be physically given to your child, and an electronic copy will be available on the school website. Careers South West will then complete health and safety checks which the school pays for, there is no cost to yourselves. This check is only free for you if the company is inside the South West area. If you are looking for a placement outside of the South West you will incur a charge of £50 and this will be payable to the school before the forms are handed in. Pupils are not allowed to go overseas for their placement. Any organisation without the necessary **Employers and Public Liability insurances** will be turned down; this is for the safety of your child. This will mean that those who are self-employed will not be accepted. Additionally, very small organisations may also be rejected.

If your child is unable to find a placement for work experience for any reason, we will still expect them in school for the full week to complete work related activities. Any non-attendance at school or in their work experience placement will go as an unauthorised absence.

Pupils will soon be given a login by their tutor, so they can access the website <https://auth.grofar.com/>. There has been a delay outside of our control with this access as Careers South West who complete our health and safety checks have moved to a new platform. We will send out details on grofar once this has been sent to us. This is the place where all key information is stored, including key employer information from your form so that checks can start to take place. Your child will receive their personalised pin in the next few weeks and additional correspondence will be sent out to confirm this.





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Support in finding a placement

We allow some time in Personal Development to look at potential placements, but this activity should also be completed at home and with time to research. Your child's tutor is also a point of contact for suggestions, advice and support in the first instance. Finding a placement can be very challenging so we have compiled a list of different sources and suggestions for you:

1. Visiting the Grofar website with individual pupil pin (to be given soon) - <https://auth.grofar.com/>
2. Exeter based business directory - <https://www.exeter.co.uk>
3. Exeter initiative for Science and Technology - <https://exeterchamber.co.uk/initiatives/exist/>
4. Devon business directory - <https://directory.devonlive.com>
5. Cranbrook business directory - <https://www.uksmallbusinessdirectory.co.uk/town-listings/cranbrook/>
6. Using friends and family to suggest businesses. It is not recommended that you work with your parents, but they may be able to suggest places to approach.

Placement confirmation process

1. You will contact a potential placement using your letter of application and CV. The deadline for this is Easter but ideally by February half term to allow time for checks and potential rejections.
2. Once the placement has been agreed by the employer you will need to complete the placement forms signed by parents and employers (provided on the website to download and given in person as hard copies).
3. The forms are handed directly to pupil services to add to the Careers South West database.
4. Careers South West complete health and safety checks on the placement (this can take quite some time).
5. If the placement is rejected, we will notify you. If you do not hear, the placement has been approved.

If you need any support in finding a placement please speak to your tutor, Mrs Jenkins or Miss Crabtree.

Kind regards,

Maddi Jenkins

Maddi.jenkins@cranbrook.education

