



February 2022

Dear Parent / Carer

**Year 10 Work Experience Week – Monday 11<sup>th</sup> to Friday 15<sup>th</sup> July 2022**

All students in Year 10 will undertake one week of Work Experience as part of their entitlement to Work Related Learning which will consist of a mock interview day in school on Monday 11<sup>th</sup> July, two days at their off-site placement with employers and two days in school taking part in various careers workshops. Even though students do not take up their placement until the summer term, we need to secure placements and carry out the necessary checks in advance.

The actual dates when students will be out of school on their placements are as follows:

- Students in 10AD, 10DG, 10GS, 10AC – Tuesday 12<sup>th</sup> and Wednesday 13<sup>th</sup> July
- Students in 10JB, 10MB, 10MS, 10SW – Thursday 14<sup>th</sup> and Friday 15<sup>th</sup> July

Students are responsible for finding and negotiating their own placement. However, as a school, we recognise the value of Work Experience and will support every child through the process. A list of available placements can be accessed via Derbyshire County Council's database <https://derbyshire.work-experience.co.uk/> and a link is also available on the school website under Curriculum / Careers / Work Experience. There are over 12000 placements listed and details of how to access the site are:

**User name: swanwick1**

**Password: search123**

Once a student has found a suitable placement, they **must** make contact with the employer by letter, email or phone and arrange the placement themselves. It is possible for students to arrange a placement not listed on the DCC website. However, any individually arranged placements, including those in family businesses, must be assessed by the Derbyshire County Council before approval is given. The school will fund all necessary checks for Derbyshire placements.

All placements must have;

- A health and safety Policy
- Employer Liability Insurance
- Fire extinguishers and fire safety policy (which have been recently tested.)
- First aid provision

We would encourage parents/carers to support students in the decision making process by discussing the suitability of a range of placements before a final decision is made.



Enclosed with this letter are three documents;


- Information/FAQs for parents/carers
- Work Experience Checklist: **for students to use as they work through the process**
- Work Experience Confirmation form (yellow form): **to be completed once an employer has agreed to the placement. This form must be signed by a parent and returned to main reception.**

It is important to recognise that no placement is guaranteed until students receive confirmation by the school. **Please also note the following cut off dates for placements to be submitted on the Derbyshire County Council database.**

- Non Derbyshire placements (please note additional variable payments for H&S checks will apply) - Yellow forms need to be returned by **Friday 1<sup>st</sup> April 2022**
- Derbyshire placements - Yellow forms need to be returned by **Friday 1<sup>st</sup> April**

Should you require further information, please do not hesitate to contact me on 01773 602106 extension 1032 or email [andrea.hollingsworth@swanwickhall.ttct.co.uk](mailto:andrea.hollingsworth@swanwickhall.ttct.co.uk).

Yours sincerely



Mrs A Hollingsworth  
Head's PA/Work Experience Coordinator Year 10