



**17th – 21st July
2023**

(Last week of Year 10)

Student Guide

Letter for parents



Dear Parent/Carer

Year 10 Work Experience Monday 17th July 2022 – Friday 21st July 2023

At Park Hall Academy we are committed to encouraging all pupils to hold high aspirations for their own futures and ensuring each pupil is well prepared and informed about choices and expectations in the world of work. We do this through our career's education programme called Park Hall Futures.

An exciting part of Park Hall Futures is work experience for all Year 10 pupils from Monday 17th July 2022 – Friday 21st July 2023. Year 10 pupils took part in a launch assembly today where they found out about work experience, how to find a placement including letter and CV writing. All information including a copy of the assembly, letter templates and forms can be found here <https://www.parkhallschool.org.uk/page/?title=Y10+Work+Experience&pid=18>

With your help, we encourage all pupils to take responsibility for organising their own work experience placement. It is hoped that their own choice of placement will give them the flexibility to explore careers and industries that are of interest to them.

Aims of Work Experience

- To help pupils discover a sense of their own skills, talents, interests, and aspirations within the context of work.
- To give pupils an opportunity to gain first-hand experience of typical working conditions, including health and safety, employer expectations and the rights and responsibilities of both employers and employees.
- To give pupils an insight into the changing nature of work, and the current and prospective local labour market situation.
- For pupils to gain an understanding of adult working relationships and to develop a sense of responsibility.
- To help pupils explore the link between school and the key skills which are needed in working life.
- To give pupils a chance to find out at first-hand about jobs and careers.

Pupils are advised to choose a worthwhile placement that they can travel to with ease, either independently or with family assistance. **Please be aware that due to current guidance (KCSIE 2022) pupils are unable to go on a placement where there is lone working or working with just one adult. Placements must also have employers' liability insurance.**

If you would like any further information, please do not hesitate to contact the Work Experience Co-ordinator Mrs Dann on 0121 748 0400.

Yours faithfully

Mrs R Churchill
Assistant Headteacher

Opportunity to experience how work is different to school / relevance of school

Find out what you don't want to do – this is just as important



Inspiration

Trial a potential future career

Reference

Be treated as an adult – extra responsibilities

Contact with employers/ employees with a range of work experiences

How to contact employers



- 1) By writing to them (Letter and CV)
- 2) By e-mailing them (Letter and CV)
- 3) By phoning them
- 4) By going into the workplace and asking to speak to a supervisor or manager

Letter Template



Your Name
Your Full Postal Address
Date

Contact Name (if known)
Employers Name
Employers Full Address

Clubs/activities

Dear Sir/Madam, (or their name if known e.g. Mr/Mrs/Miss)

I am a Year 10 student from Park Hall Academy.

I am writing to enquire whether it would be possible to do a work experience placement with you for 1 week from 17th to 21st July 2023 please.

I would love to gain some practical experience in (chosen field of Work Experience). I am hoping this will be a career for me in the future and feel the experience you can provide me with will be valuable.

I have (insert relevant skills to the role). In my spare time, I like to (list relevant hobbies and interests). I'm also a member of (list any groups/clubs/activities).

I am a hard worker, who is (insert your qualities) and would love to have the opportunity to complete my work experience with you. I can be contacted on either my address shown above or on (insert email address and mobile number if you have one).

Due to current guidance (KCSIE 2022) I am unable to go on a placement where there is lone working. They have also asked me to find out if you have employer's liabilities insurance for the placement to take place. I would appreciate it if you could confirm this, please.

I look forward to hearing from you

Yours faithfully
[Sign here](#)
[Write full name](#)

Skills to include

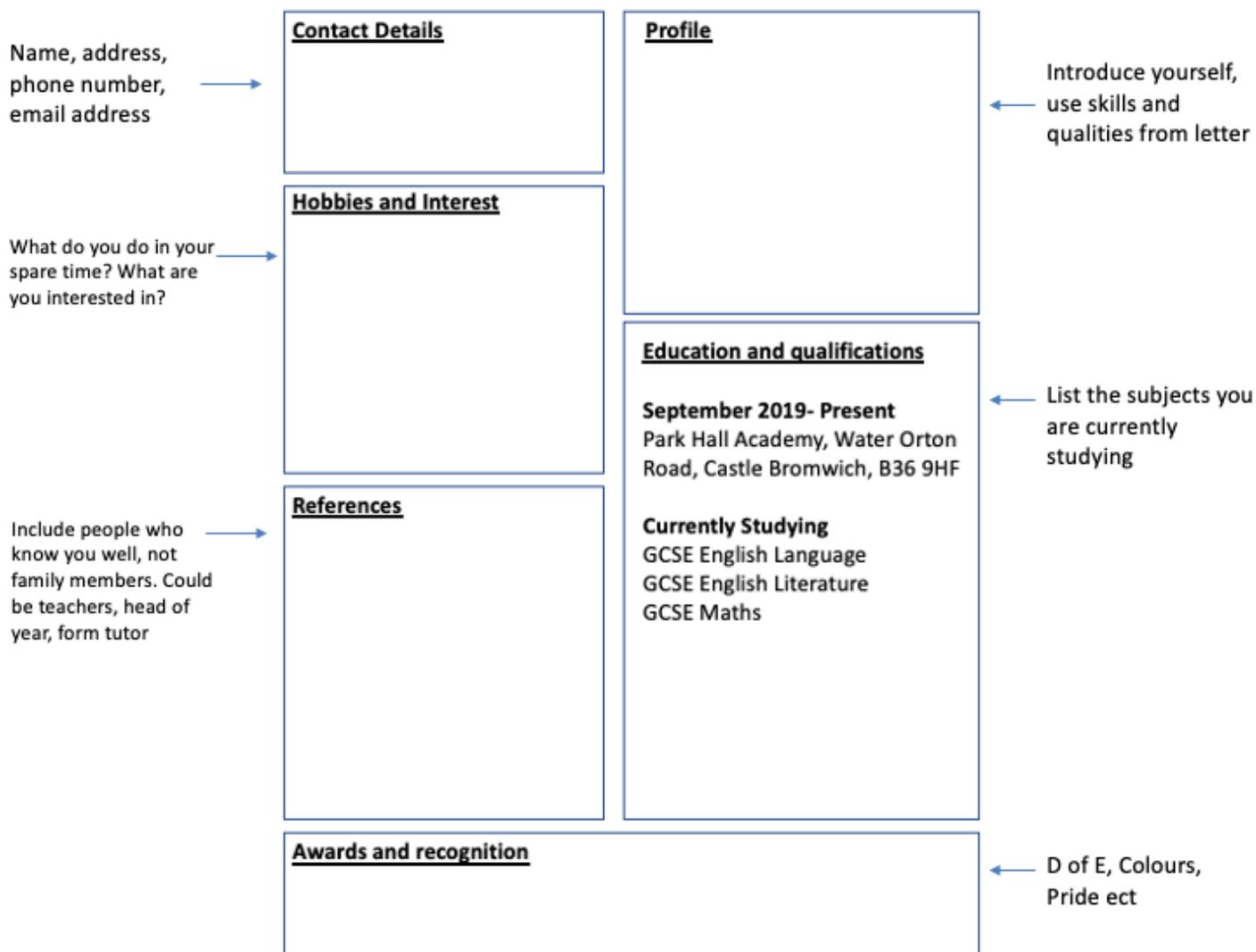
Qualities to include

CV Writing



Here a few essential things you should aim to cover in your CV:

- Your personal details (e.g., name, location, phone number)
- A profile including your key skills (communication, teamwork, computer skills, etc)
- Awards and recognition
- Education and Qualifications (listed with the most recent coming first)
- Hobbies and Interests
- References



You will need to type up your CV and letter

CV Template

Contact Details

Profile

Hobbies and Interest

Education and qualifications

September 2019- Present

Park Hall Academy, Water Orton
Road, Castle Bromwich, B36 9HF

Currently Studying

GCSE English Language
GCSE English Literature
GCSE Maths

References

Awards and recognition

Where to look for a placement

- The most important thing is that you gain experience within an industry that aligns with your career goals
- Here is a list of last years placements to help you

Bosworth Wood Community Day Nursery	DSV Air & Sea	Real Unique Gift Company
A. J. Cook and Son	e u Automation	Recliner Factory
A&D Carpentry & Joinery Ltd	ECS Resource Group Ltd	RJP Solutions
Adi Automation Ltd	Evolution	Scallywags Nursey
ADS Carpentry	Eye Society Corp	Seavers
Advanced Cleaning (Midlands) Ltd	Feelfree Campers	Sharpe Builders
Arbury Motor Group	Florists	Skin NV
Aston University, College of Business & Social Science	Forest Oak School	Smart Deco (Birmingham) Ltd
Aston Villa FC	Fujitsu Workx	Smiths Flowers
Autumn Leaf Home Design Ltd	Goshen Solicitors	SML Landscaping
B.M.C. Garage	Great Barr Golf Club	Solihull Council
Barnpotts Nursery	Guardian Angels Catholic Primary	Solihull Moors Foundation
Bentley Birmingham	Heads of Coleshill	St Mary & St Margarets Primary
BMW Plant Hams Hall	Heathlands Primary School	Swadlincote Electrical Supplies Ltd
Bosworth Community Day Nursery	Hillcrest Kennels and Cattery	Tame Valley Academy
BS Builders	Hillstone Primary School	Tamworth Lane Pharmacy
Bull & Butcher	HRS Test Centre, Unit 1 Stechford Trad. Est	Taylor Wimpey Homes
C. J.s Café	JJP Interiors	Tech Tel Communications
Cadmus Inclusive, Leighswood School	Kings Heath Pet Centre	Thor Hammer Co. Ltd
Camebridge Solicitors	Kingsbury School	Topcliff Primary Academy
Castle Bromwich Infant & Nursery	L. Boats Barbers	Trace Contracts Ltd
Castle Bromwich Junior School	Little Scallywags Day Nursery	Villa Care Agency
Castle Maintenance	M & N Plumbing	Walsall FC
Child 1st Day Nursery	M. J. Autos	Ward End Cat Rescue
Chivenor Primary	Maintech Recruitment Ltd	Water Orton Primary School
CIE Europe Ltd	Malmaison Hotel	West Midlands Golf Club
Coleshill Heath School	Midland Care Support & Enablement	West Midlands Police
Coleshill Town Council	Mirfield Nursery	WHS Plastics
Contract Security Systems	Nuthurst Grange Hotel	WHS Plastics Ltd
Coppice Child Care, Shard End	Panyan Xports	Wingate
Costcutter	Partridges kitchen, Deli & Food Market	Wings Family Ltd
Cosy Coffee Café	Partytimez	Worth Unlimited (The Worth Foundation Ltd)
Crown Prosecution Service	Paw-Chow	
Crowne Plaza Birmingham NEC	Pets at Home	
Cupid Blooms	Phillips Heating & Mechanical Services	
D Coopers Building & Home Maintenance	Randstad Recruitment	
Dispharma Retail Ltd		
Drivetec		

Placement form

When you have agreed a placement with an employer, you must fill this form out with them. You sign it, they sign it, and your parents sign it. You then hand it in to reception for Mrs. Dann. Spare copies can be found at reception

Park Hall Academy Work Experience Placement Details

Monday 17th July 2022 – Friday 21st July 2023

Student Details

Name of Student: _____ Male / Female TG: _____

Date of Birth: _____ Medical Conditions (of which employer should be aware):

Company Details – (please complete once the placement has been agreed)

Name of organisation: _____

Address: _____

Postcode: _____

Full name of contact person/position within company: Mr/Mrs/Ms etc _____

Telephone number(s): _____ Email: _____

Type of work/tasks to be undertaken by the student: _____

Dress Code: _____ Start Time: _____ Finish Time: _____

Lunch Times: _____ Catering Arrangements: _____

Protective Clothing Required / Provided / N/A Details: _____

Employer Liability Insurance Provider: _____

Policy No: _____

If policy has expired during placement dates, I agree

Identified Hazards and Control Measures (if you have an

Dates of placement offered: Monday 17th July 2023 –
Please be aware that due to current guidance (KCSIE 2022) p
working or working with just one adult.

Signed: _____ (contact perso

Any queries please contact Mrs Dann on 0121 748 0434

Parent/Carer Consent

I request the Academy to confirm Work Experience at the named company and have read and agree to the conditions given earlier. I give my consent for my son/daughter to participate in work experience. I understand that my child will not be able to participate in work experience without employer liability insurance. I understand that my child will not be able to participate in work experience whereby there is only one adult present (with the exception of mother or father).

My son/daughter does not suffer from any medical condition which may result in a risk to their health and safety or that of any other person. I will ensure that details of any medical condition/treatment that the work experience provider may need to know in order to undertake an appropriate risk assessment are given.

If my child is ill during work experience I will inform the placement and also Park Hall Academy.

Signed: _____ Date: _____
(Parent/Carer)

Student Agreement

I agree to respect confidentiality of all information about the employers' business.

I agree to observe the conditions and rules, particularly with regard to safety and security.

I understand I have a duty of care towards the employer, employees and equipment.

I will inform the school if there are any problems whilst on placement.

Signed: _____ Date: _____
(Student)