



YEAR 10 WORK EXPERIENCE PROGRAMME

1st - 5th March 2010

Information for Parents

Aims:

- To increase understanding of the world of work.
- To develop interpersonal skills.
- To encourage students to make informed choices about their future career decisions.
- To provide opportunities for students to recognise the relevance of their school-based learning and take responsibility for their future careers.

Procedures:

There are two ways forward for students to find a placement.

1. Students have the opportunity to set up their own placement by liaising with family and friends.

In this event it is sensible to avoid a placement which means working directly with a family member or friend as familiarity can take away the edge of working in a new environment.

2. Students can complete a questionnaire which will be issued by Mrs Hall. Here the students select areas of interest. Dependant on their choices, students may be offered Work Shadowing, Work Experience or Taster sessions at a College.

Whichever route a student chooses to take the school works with an organisation called TRIDENT.

All placements, both private arrangements and those from the school database are checked by TRIDENT who

- a) Check that all insurance certificates are valid and in place.
- b) Carry out full health and safety checks
- c) Check the suitability of the placement.



In order to carry out these checks TRIDENT requires a **PINK** private arrangement form to be filled in for all private arrangements. This acts as a consent form and placements will not be accepted without it.

A placement is only in place once these forms are completed and the checks done by TRIDENT.

Prizes will be given for the best work packs in the year. Certificates and reports will be issued on completion of the work experience.

If you have any questions please contact Mrs Hall on 01793 846119 or hallt@ridgeway.swindon.sch.uk