

4th May 2021

Dear Parent/Carer(s)

Year 10 Work Experience 12th – 16th July 2021

For many years Penryn College has offered all students the opportunity to take part in a week of work experience during Year 10. This has proved to be a very popular and successful part of their Careers Learning programme. It is intended to give the student an experience of working life and the skills needed in the workplace, as well as encouraging them to think about their possible future pathways.



Penryn
College

"Achieving through Challenge"

The benefits of work experience are well documented:

- Students who have meaningful encounters with the world of work, revise harder, achieve better grades and better outcomes. This is especially true for students from disadvantaged backgrounds.
- Students who have at least one meaningful encounter with an employer or employees for every year that they are at school have an increased earning potential of 18% and are 80% less likely to become NEET. (Not in employment, education or training)

More information can be found on the benefits of careers education here:
<https://www.careershubcios.co.uk/national-news/3619/>

Students are thoroughly prepared for their work experience placement. During the autumn term, all students had an introduction to the work experience programme and were given advice on how to find a placement during their Life Skills lessons. In the weeks immediately before the placement, students will take part in Health and Safety workshops to help ensure that they know how to keep themselves safe.

All students are responsible for arranging their own placement as we believe that this is a vital part of the learning experience. To help students find a suitable employer to approach there is a database of placements on the following website: <http://cornwall.learnaboutwork.net/index.asp>.

To log on to this site your child will need to use their unique logon and PIN:

Logon: PIN: (Completed with individual PINS on letter sent home with son/daughter. Please call/email if you would like to be advised of this number again.)

Students can seek advice from their Life Skills teacher, tutor, or the Careers team, who are based in the library at school and are available every day during break and lunchtime and after school.

Procedure for arranging the work experience placement:

- The student researches the type of work he/she would like to do.
- The student approaches an employer to request a placement. Templates provided on Showbie and school website (click [here](#) to access).
- The student gives or emails the employer the Work Experience Placement Approval and Consent Form (with section 1 – Information about the Student completed and signed by both the parent/carers and the student) and a copy of the Information for Employers Booklet.
- Employer returns form to student and parent/carers.



Head Teacher: Paul Walker

Penryn College, Kernick Road, Penryn, Cornwall TR10 8PZ

T: 01326 372379 F:01326 373194 e:secretary@penryn-college.cornwall.sch.uk www.penryn-college.cornwall.sch.uk

A company limited by guarantee, registered in England and Wales, number 7654298. An exempt charity



Penryn
College

"Achieving through Challenge"

- Parent/carer reads through sections 2,3 and 4: Information about the Employer and the Placement and Young Person's Risk Assessment, and then signs the Parent/Carer Agreement and Consent in Section 4, if they are happy with the details.
- Student reads through the same information and, if they are happy, signs the Student Agreement and Consent.
- The completed Work Experience Placement Approval and Consent Form is returned to the Careers Office in the library by **18th June**.
- **An e copy of the Approval and Consent form, which can be completed on line by parents and businesses, will be emailed to all students and parents as an alternative. These forms can be signed by typing your name in the appropriate space.**
- Penryn College arranges a Placement Suitability Visit by Cornwall Education Business Partnership, to ensure that the employer can take account of the health, safety and welfare of the student.

Enclosed with this letter are three important documents:

1. Work Experience Placement Approval and Consent Form

This needs to be completed by all the parties involved in the placement. This is to ensure that each partner in the placement is aware of what is expected and agrees to these conditions. It is essential that the form is completed in the correct order:

Section 1: Information about the Student, then Sections 2 and 3: Information about the Employer and the Placement and Young Person's Risk Assessment and finally Section 4: Parent/Carer Agreement and Consent.

2. Information for Parents/Carers Booklet

This contains important information about the work experience scheme and therefore needs to be read carefully.

3. Information for Employers Booklet

This needs to be given to the employer with the Approval and Consent Form.

The e-copies can be downloaded from our website (click [here](#) to access).

Students who have not arranged a placement and returned the completed Approval and Consent form to the library by 18th June will be required to attend after school or lunchtime sessions. These sessions will involve working with the Careers Team to try and secure a suitable placement. This extra support is to ensure that as many students as possible have the opportunity to take part in Work Experience.

Thank you in advance for your support. If you require any further information or help, please do not hesitate to contact us.

Yours faithfully

Kim Snowdon

Kim Snowdon
Careers Lead

K Blackburn

Kate Blackburn
Lead Practitioner



Head Teacher: Paul Walker

Penryn College, Kernick Road, Penryn, Cornwall TR10 8PZ

T: 01326 372379 F:01326 373194 e:secretary@penryn-college.cornwall.sch.uk www.penryn-college.cornwall.sch.uk

A company limited by guarantee, registered in England and Wales, number 7654298. An exempt charity