



Penryn
College

"Achieving through Challenge"

January 2022

Dear Parent/Carer(s)

Year 10 Work Experience 21st – 25th March 2022

Work Experience has proved to be a very popular and successful part of Year 10's Careers learning programme. It gives our students a valuable insight into working life and the skills they will need in the workplace, as well as encouraging them to think ahead about possible career pathways.

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 here: <https://www.careershubcios.co.uk/national-news/3619/>

We ensure that all students are well prepared for their work experience week. Over the next six weeks, students will have an introduction to the work experience programme, including advice on how to contact and secure a placement, during their Life Skills lessons. All students attend a Health and Safety workshop prior to work experience week to ensure that they know how to keep themselves safe in a working environment.

Students are responsible for finding and arranging their own placement, however, the Careers Team are available to assist in students' breaks and lunch times in the library. Students will be given access to Cornwall Council's database <http://cornwall.learnaboutwork.net/index.asp> where they can find details of placements that have been offered before and a short summary of what the role could involve during the week.

To log on to this site you will need the following details:

Log in: Penryn Student
PIN: 9827

The procedure for arranging a placement and the Approval and Consent Form are attached.

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
- **Section 2:** Information about the employer and the placement.
- **Section 3:** The young person's **risk assessment** and **insurances required**.
- **Section 4:** Parent/Carer Agreement and Consent.



Headteacher: Paul Walker

Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

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

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The following documents have been emailed to you, however, please let me know if you would like us to send you paper copies.

- **Information for Parents/Carers Booklet**

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

- **Information for Employers Booklet**

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

You will receive both a posted letter plus an email pack with this information. An e-copy of the above documents can also be downloaded from our website here:

<https://penryn-college.cornwall.sch.uk/parents/letters/>

If you could ask the employers to pay extra attention to the required insurance and the risk assessment section on the work experience forms, as these are the most frequent reason for forms having to be returned. **We can supply risk assessment templates to help, please let us know if you require them.**

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
ksnowdon@penryn-college.cornwall.sch.uk
Careers team: 01326 372379 x: 1268/1259/1228

Kate Blackburn

Kate Blackburn
Assistant Headteacher