



In all things faithful

#### St Damian's RC Science College

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#### Headteacher

Mr S Logue BA (Hons), MEd., NPQH, NPQEL

12<sup>th</sup> November 2024

Dear Parents / Carers,

### Year 10 Work Experience

Careers Education is an integral part of St. Damian's curriculum. In Year 10, pupils will use the final week of the Summer term to take part in our work experience programme. This promises to be an exciting and enjoyable experience for our pupils which will be highly valued by higher education providers and future employers when pupils write applications for colleges, apprenticeships and jobs in the future.

The aim of the work experience programme is to motivate pupils to excel academically and to help pupils relate their academic work to working life and skills needed for the workplace. It helps pupils to make informed decisions about their future career and improves pupils' self-confidence and personal and social development as it prepares them for the demands and expectations of the rapidly changing world of work.

#### St. Damian's Work Experience Programme

St. Damian's Year 10 Work Experience week will take place from **Monday 14<sup>th</sup> July - Friday 18<sup>th</sup> July 2025**. St. Damian's has formed a working partnership with '*Changing Education*', a national Education Business Partnership who specialise in all aspects of the delivery of a successful work experience programme. All Year 10 pupils are expected to take part in the 5-day work experience programme at the end of the Summer term.

Each pupil will be expected to arrange their own placement and work the normal working hours of the firm or organisation for the duration of the placement.

#### Self-placements

We encourage our pupils to find their own work experience placements if they have an interest in a particular occupation, for example, sport and leisure, media, law, business, health, finance, engineering and construction trades. Other self-placements develop essential employability skills and can be found by using personal networks of family and friends. Such self-placements prove to be very valuable experiences.

Employers expect pupils to have an interest as opportunities are limited and often favour those who approach them directly. The school has a duty of care to ensure that self-placements meet health and safety requirements. Placements that are not signed off by the school and *Changing Education* will not be accepted as a valid work experience placement. *Changing Education* have a list of employers who may offer work experience placements to pupils in our school. The deadline for self-placements is **Friday 24<sup>th</sup> January 2025**.

### Tips for finding a placement

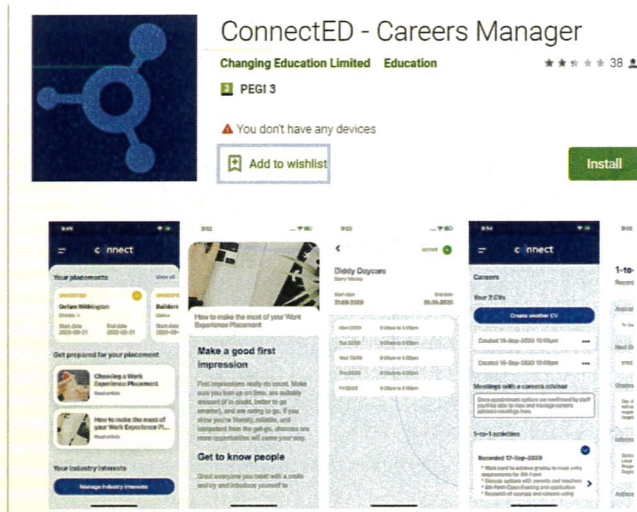
- Talk to friends, parents, family members and enquire if they can help or support. Everyone knows someone.
- Do research using the internet, look in the local paper for employers based nearby who might give you a placement.
- Email, telephone and visit employers in person to make an enquiry. Research the company and find the name of the key person to ask for.

### Preparation for the Work Experience Placement

Prior to work the start of the work experience placement, school will ensure that your son/daughter receives preparation regarding contact with the employer, travel, working hours, expectations, responsibilities, activities, lunchtime arrangements, health and safety etc. Work placements are administered by *Changing Education* and are subject to health and safety checks carried out by suitably qualified staff. If a pupil is committed to a placement, but does not attend, you will be liable for the administration charge paid by the school to *Changing Education*.

### Use of the Work Experience Mobile App

We will use the Changing Education 'ConnectED' app to deliver our Work Experience programme. The process of getting your son/daughter set up on the app is simple. Your child will need to download the ConnectED on their smart phone from their phone provider's app store. The deadline for downloading the app is **Friday 22<sup>nd</sup> November 2024**.



Once pupils have installed the app and opened it, there should be a message on the home screen which will ask the pupil to scan their QR code. Changing Education will be sending invites to your son/daughter via their school email account which will include the QR code. Once scanned your son/daughter needs to input a four-digit pin, which will be their password to access the app going forward. Please note that pupils will need to use this app at home. Pupils do not have permission to use this app in school. Our policy is that pupils do not use their mobile phones in school.

### Pupils not using the Work Placement Mobile App

Pupils will be able to log onto the Changing Education website with support from Mrs Forbes in the school office.

### Once the self-placement has been found

Once your child has found their own placement, they need to input the placement details into the 'ConnectED' app. This will allow the school to verify the placement provider so that Changing Education can begin facilitating the risk assessment process. Pupils are also encouraged to engage with numerous key pre-placement resources via the app to ready themselves for their placement and reflect upon the development of their skills.

### Parental Support

As parents/carers we would ask that, where possible, you help your child find a self-placement. It is essential to adhere to the deadline of **Friday 24<sup>th</sup> January 2025** so that we can liaise with employers and complete health and safety checks in good time. A copy of the Work Experience Launch Assembly that was delivered to pupils is on Microsoft Teams. Please ask your child to show it to you.

If you have any queries, please do not hesitate to email [careerprospects@stdamians.co.uk](mailto:careerprospects@stdamians.co.uk). This is the school email address dedicated specifically to work experience. Emails will be overseen by Mrs A Forbes.

Yours sincerely,

Mr D Healey  
Careers Coordinator

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