



2 May 2017

Dear Parent/Carer

Year 8 Work-Shadowing – 18/19 May 2017

As part of the PSHE curriculum for the summer term, Year 8 students will be concentrating on “employability skills”. To help enhance the sessions and develop student confidence, we would like to offer your son/daughter the opportunity to take part in a two-day work-shadowing experience with a **relative or close friend** on the above dates, to give them some experience of the aspect of the world of work and gain some understanding of the working day.

This is totally optional, but work-shadowing is an excellent opportunity for students to gain an insight into the working environment, learning more about the workplace itself and a particular job. Most Year 8 students will not have an idea of a future career, but employers are increasingly asking for experience as well as qualifications, so it is important to start gaining this as early as possible.

Students will be required to keep a simple log of each day which they can keep as evidence of work experience as this will be beneficial to them when applying for Further Education and/or employment. The log will need to include:

- Various activities observed
- Tasks undertaken and particular skills used by the workers (interpersonal and practical)
- Note any key skills, e.g. communication, problem solving, team work.

This will help students to observe the work more closely and to focus on their future career paths. Even at this early age, they may start to derive positive views about potential future career paths.

It is important to stress that this is **not** a work experience placement. The focus of the experience is work-shadowing only. Parents must check that there is a Health & Safety policy in place by the employer. If this cannot be met and the employer is willing for your child to work with the relative or friend, you as a parent/carers will have to take full responsibility for the care, safety and well-being of your son/daughter. **Therefore, students can only go to a relative or close friend's place of employment and work with them.**

Students, who are unable to take part in this opportunity, will be expected to be in school as normal.

Please complete the attached slip if your son/daughter is going to take up this offer and return it to me in the Scott House Office by **Friday 12 May**.

If you have any concerns or questions, please do not hesitate to contact me on the telephone number above.

Yours faithfully

Ms N Pritchett

Work-related Learning Co-ordinator

To: Ms N Pritchett – WRL Co-ordinator, Ely College

Student Name: **Tutor Group:**

Company Name:

Company Address:

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Contact Name:

Telephone Number:

As a parent/carer I can confirm that my son/daughter will be attending work-shadowing on 18/19 May at the above address in accordance to the conditions explained to me.

Parent/Carer Signature: **Date:**

Print Name: