

Date: 16th September 2009

Dear Year 10 Student,

RE: Year 10 Work Experience 2010

Placement Dates: Monday 12th July 2010 to Friday 23rd July 2010

You have two ways of finding your work experience placement. You can either:

- Search for your own placement
- Use the school's database of placements

If you want to search for your own place you have until Monday 7th December 2009.

- Decide what you want to do. You could speak to the Connexions staff in school or research your options on the internet.
- Look around your local area for inspiration.
- Search the internet, the phone book or the Yellow Pages to find companies that offer the type of work that you are interested in, and then contact them. You or your family may also have a contact that can offer you a placement.
- When an employer has agreed to offer you a work experience placement you must complete the "own placement form" – you will be given a copy in school but you can also download the form from the school's website, www.isccb.isccbonline.net.
- Own Placement' Forms must be completed and handed in to Mrs Porter in the school's Admin Office **by Monday 7th December.**
- If you do not find your own placement by this date you will choose your work experience from the school's database of placements.
- There are a large number of placements on the database **BUT** some places are very popular – you may not get your first or even your second choice.
- The most popular choices usually include pharmacies, garages, local primary schools, shops in the Bullring Centre and local businesses.
- Some popular companies ask that Students write to them as early as possible to apply for work experience places. These companies include Land Rover, Jaguar, John Lewis, The National Sea Life Centre, Cadburys and The Ackers Trust.
- **Sports related placements and Drama and Dance are especially hard to come by. If these are your areas of interest you will have to look especially hard to find a relevant placement.**
- All places have to be checked for Health and Safety so no placement that you find yourself is guaranteed. All database placements have been checked.



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- Please remember all secondary schools in the local area are also looking for places so competition is fierce. An early start is essential.
- You may have to travel to anywhere in the city – some placements may even be two buses away.
- If you do not want to miss out on your first choice you need to find your own placement by 7th December.
- Don't get stressed about work experience – talk to your parent/carer, Form Tutor, Head of Student Progress, Connexions, Mr Lycett or Mrs Porter for assistance.

MAKE THE MOST OF THIS OPPORTUNITY

P Porter(Mrs)
Work Experience Co-Ordinator



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