



EMMANUEL COLLEGE
Emmanuel Schools Foundation

17 January 2024

Dear [RecipientTitle] [RecipientSurname]

An opportunity for work experience: Tuesday 25 June - Friday 28 June 2024

Emmanuel College is extremely proud of the careers provision that we provide. We benefit enormously from the support of employers, colleges and universities but also from the valuable contribution made through the dedication of our Alumni students. We constantly review this and look for ways we can develop these programmes. This year, in response to parental interest we would like to open this opportunity for students in Year 10.

During the summer term Year 10 students will begin having their individual independent careers interviews with our professional advisors [Careerwave](#).

On 24 June 2024, we will have our annual Careers Conference at St James Park. This event will host over 100 representatives from colleges, universities, apprenticeship providers, as well as invited keynote speakers to help students reflect on their options and their next steps.

Work Experience opportunity

This year we have a further opportunity for our students in Year 10 to explore areas of their own interest in more detail. We recognise the value that practical experience can bring and know the high standards of Emmanuel students has often meant they have impressed employers whilst on work experience, that this has led to further opportunities.

Between **Tuesday 25 and Friday 28 June**, with your help, students are invited to arrange some work experience. This means students can apply for time-off College to attend work experience during these dates.

If [StudentForename] would like to take part in work experience, they will be required to complete the following process:

- Contact a place of work to request work experience within these dates. (Tuesday 25 to Friday 28 June) [click here](#) to view a letter that can be used to help you do this.
- If the place of work agrees to host [StudentForename] for work experience, please [click here](#) to submit the details to Mr Cowling.

PLEASE NOTE: As a College we cannot allow students to take part in work experience during school time without having conducted a risk assessment of the place of work. Emmanuel College uses a professional company to do these risk assessments and it takes time for them to be completed. The deadline therefore to arrange a work experience placement for these dates, and have it approved by College is **Monday 12 February**.

This is the first time in many years that we have offered this opportunity for students in Year 10. It is beneficial for students to gain some practical experience and understanding of the world of work. Students who do not find a work placement, will be in school and they will follow a specialised programme for the week.

If you have any questions regarding the opportunity for work experience, please contact Mr Cowling at College.

Yours sincerely

Mr A Cowling
Assistant Vice Principal - Personal Development