



# TDMS

Wednesday 24 November 2021

## Year 10 work experience

Dear Parents/Carers

Preparation for employment is an important part of students' careers experience at TDMS. Employability and work-readiness is becoming increasingly important to universities and employers. We consider it essential that students are aware of the world of work and start preparing for the next step in their lives. By gaining work experience in a relevant sector, our students can gain a real advantage when applying for apprenticeships or work or deciding on their Sixth Form options.

Therefore, we are asking all Year 10 students to complete 5 days of work experience during the week beginning Monday 27 June 2022. All students will be expected to find their own placements, with support from tutors, HOL and the SIT. Taking personal responsibility for finding a placement and researching their higher education and career pathway is an important part of the process. To support this process we have access to a database of employers who have all been checked and verified. To do so we use a company called WEBP who quality control placements, check on insurance and safeguarding measures. While we will provide support and inspiration in school and, no doubt, you as parents will do the same, we expect students to actively apply for the placement themselves. They will learn a great deal from doing so. Any student who wants a placement not in the database may do so if applied within the timescale so it can be checked by WEBP. We will be doing preparation work regarding the application process during tutorials early in the spring term and we will be offering clinics to help those students who may require support or advice.

When selecting a placement, it is important to bear in mind that students will have to make their own travel arrangements; a letter of application is often requested by employers but initial contact may be made by phone call, email or personal approach which is more likely to elicit a quick response. Competition can be fierce for placements so early applications are advised.

This letter includes some essential documentation that needs to be returned to Mrs Malin, who will co-ordinate work experience in the Year 10. The parental consent form must be returned by Friday 10 December 2021. We appreciate this is an early deadline but all placements must undergo health and safety checks by an external body to ensure that the placement is suitable and this process can take a considerable length of time.

If you have any questions about any aspect of this work experience placement then please do not hesitate to contact Mrs Malin by phoning 01386 442060 or email at [kmalin@tdms.worcs.sch.uk](mailto:kmalin@tdms.worcs.sch.uk).

Yours sincerely

Alex Ballantine  
Head of Year 10