Dear Parent/Carer,

I am writing to inform you about changes we have made to the work experience programme in line with national guidelines designed to improve current practice in schools. Below you will find information about the old model, the new model and reasons for the changes. You will also find some useful advice and links at the bottom of the page to help you support your child in finding a work experience opportunity.

The previous model of work experience **limited choice and opportunities**. One week was set aside for every pupil to complete work experience. This meant that pupils often ended up taking part in work experience opportunities that **did not fit their interests** and prevented pupils from experiencing the full benefit of work experience.

We will now be far **more flexible** in our approach and pupils can take part in work experience at a time that suits them. There is also no need for a full Monday to Friday week of work experience (though this is of course an option), pupils may choose to attend work experience for one or two days over the course of a few weeks. Pupils may also wish to undertake more than one work experience, and if it is a worthwhile opportunity we are happy to support this.

The requirements from the school would be that the pupils avoid taking work experience during the run up to examinations and that the school is given **at least 6 weeks’ notice** of any planned opportunity. This will allow the Glasgow City Council Work Experience Team to undertake the relevant health and safety checks of any potential employers.

You are able to support your child in finding a work experience opportunity in a number of ways. Websites such as **planitplus.net** and **myworldofwork.co.uk** are a rich source of information on careers and potential opportunities. If your child has a career in mind a useful technique is to look on recruitment websites such as **S1jobs.com** or **indeed.co.uk**, and conduct a search for their chosen career. This will show companies who hire in their chosen field and will provide them with contacts that may be in a position to offer work experience.

Sourcing work experience for themselves through making phone calls, sending emails or visiting places of work is all an important part of the work experience programme and helps young people to develop essential **career management skills** that will help them to find employment in the future.

If you, or your child, would like any more information or support for work experience please do not hesitate to contact me on the details below.

Yours faithfully,

Jack Richardson

Principal Teacher of Skills and Achievement

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