

Headteacher: Mr C Burns, BA (Hons), PGCE, NPQH & NPQEL

Under the Trusteeship of the R.C Diocese of Shrewsbury

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ST NICHOLAS

CATHOLIC

HIGH SCHOOL

18th September 2023

Dear Parents, Carers and Students

**Work experience 15th – 19th January 2024**

I am writing to inform you that work experience for Year 12 students will take place from the 15th-19th January 2024. At St Nicholas Catholic High School we value the importance of students having a taste of full-time working life and students should consider their placement carefully so as to get the most from their own personal experience and develop their employability skills.

Students have been emailed guidance to assist them in sourcing a placement including guidance on how to write a CV and a mock email and telephone script they could use to contact employers. I would encourage students to contact a variety of employers and ensure they are proactive in finding a placement. The deadlines for students to secure a placement is the **20th October 2023** in order to ensure adequate time to complete the risk assessments. They will then submit their placement with Mploy, an independent provider who complete our risk assessments, and further details will follow.

Please encourage your child to discuss their post 18 plans at home. For support in finding a placement, you can find further information about jobs or sectors using their Unifrog login, <https://www.unifrog.org/> to look at jobs, career sectors and local opportunities. There is also an array of resources on our school website including local market information, post 18 provision and how your child can make the most informed decisions: <https://st-nicholas.cheshire.sch.uk/our-careers-programme/>

To assist with their future planning, your child will be further supported in school by our independent Careers Advisor if you have consented on the Careers Adviser Consent Form. If you have not completed the form your child will get a paper copy to return as soon as possible.

To provide feedback on our careers provision, please complete the Microsoft Form below.

<https://forms.office.com/Pages/ResponsePage.aspx?id=TQCEKBxgKE67QeEw___TRPwdk44NGFhHhGRj_AiBqqJUQjRIQ1hRUzk1VlhFREsxOVFKR1Y2TEVNVi4u>

If you require any further information, please do not hesitate to contact me.

Yours sincerely

Mrs S Stobbs

*CEIAG (Careers Education Information, Advice and Guidance) Coordinator*