



November 2023

Dear Parents,

YEAR 10 WORK EXPERIENCE
Monday 8th July – Friday 12th July 2024

We are excited to be able to inform you that our Year 10 students will be taking part in a week of work experience at the end of the summer term next year. The dates of this work experience are Monday 8th July to Friday 12th July 2024. Work Experience is an important part of the Year 10 school calendar.

At Oasis Academy Sholing we have a duty to provide “Good Careers Guidance” to all our students. Specifically, we need to offer every student a first-hand experience of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

It also provides a taste of adult life and begins to prepare students for the world of work. It provides an opportunity to test out skills that students have learnt at school, it helps to develop social skills and it will broaden their career plans. Many students have gone on from successful work experience to be offered part time employment and future apprenticeship opportunities.

We work in partnership with our local Education Business Partnership, EBP South, to provide this opportunity. EBP South takes responsibility for placement verification checks in line with HSE guidance and informs the school when placements do not meet health and safety requirements. Employers are required to sign a confirmation and agreement for the placement, ensuring that they are fully aware of their responsibilities during Work Experience and that they have the relevant Insurance to cover themselves and your child. No student may take part in Work Experience unless the employer has signed the necessary legal documents.

As part of the work experience each year, we require our students to find their own placements. We would encourage them to start considering where they would like to spend their work experience and contact potential employers as soon as possible – by writing letters or emails, making phone calls or in person. They may need your support to do this. We are also aware that other Southampton schools are running their work experience at the same time of year, so competition for placements may be high.

Please take some time to discuss the above opportunity with your child and encourage them to start thinking about possible placements. Once they have agreed a placement, an ‘Own placement form’ needs to be completed by the employer, the student, and a parent. The ‘Own placement form’ is attached to this email.

These forms need to be returned to me in the Careers Office as soon as they are completed, but before 31st January 2024 (the careers office can be found upstairs in the Humanities block, opposite HE14). This allows for all the relevant checks to be done to make sure that the placement is suitable and meets all the legal requirements.

Continued.....

Principal - Martin Brown

Oasis Academy Sholing
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Please get in touch directly with me, Ms Elliott, Work Experience Coordinator: nicola.elliott@oasissholing.org if you think your child may need additional support to find their own placement. We have a database of employers that have taken students in the past. We can support students to contact them directly, or we can give students a login to an online portal where established placements can be applied for through EBP South's system.

Should you have any questions please do not hesitate to contact us.

Yours sincerely,

Ms Elliott
Personalised Learning and Enterprise Manager /
Work Experience Coordinator

Principal - Martin Brown

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