

26th September 2024

Dear Parent/Guardian

Year 11 Work Experience – Summer 2025

As a number of you are aware, Year 11 students are expected to complete work experience following their GCSE exams. Pupils should complete five consecutive days of work experience during one of the following periods:

Monday 30th June – Friday 4th July

Monday 7th July – Friday 11th July

Monday 14th July – Friday 18th July

During yesterday's assembly I introduced pupils to the work experience program and explained the timescale for them to find and gain approval for a placement. Later this term, on Dixon Cup day, they will have time to log into a programme called Grofar which they can use to search for employers. Grofar is where they will need to log their work experience so that it can be approved by Telford and Wrekin's Education Business Links team (EBL) who manage the Grofar database. EBL's role is to ensure that the employers offering work experience are appropriate and meet all necessary health and safety and other criteria. These checks are a legal requirement and can take up to three months in some cases; students will not be placed with a provider who has not been approved in this way and does not have Employers Liability Insurance.

Work experience forms an important part of our structured careers programme of work-related encounters and the emphasis should be on quality and reflection rather than the length of the experience. Our recommendation is that pupils spend a minimum of five days in any one placement and that they choose placements in which they are doing real work tasks in a workplace closely aligned to their interests and/or career aspirations. Work experience may confirm a desire to pursue a particular career or may help pupils realise what is not right for them. We find that, at this stage in their development, many of our pupils have a very narrow view of what is available and so looking at different kinds of experiences can be equally valuable in giving them a broader scope for the future.

Finding a placement

Pupils (not parents) should manage the process of finding a placement; this can be done through personal/family contacts or by using the Grofar database. If you have contacts that will help your son find a placement this is really helpful but please do not do all of the work of finding the placement for them. Part of the challenge of work experience is finding and then communicating with a potential placement.

In order to give EBL time to approve placements pupils should have logged their work experience via Grofar and requested approval by February half term – the earlier a request is made the more likely it is that organisations will be able to take them.

ALL work experience placement needs to be logged via Grofar even if the place is found via a parent or friend. Pupils will find there is an option to add a new business if they have found a work experience place with a company not on the database already. Pupils are welcome to find placements outside of Telford & Wrekin but they may find it takes longer for these to be approved. I would encourage all pupils to secure a place and submit their choice as early as possible. Many other schools run similar programmes at the same time of the year as we do, so there is always competition for places. In addition, if your work placement provider is not in area or not known to EBL, then an early submission allows EBL plenty of time to carry out their checks.

Grofar isn't the easiest to navigate but if pupils use [this guide](#) it will make the process very simple. Pupils will also be provided with [step-by-step instructions to finding and logging their work experience which you will find here](#).

Frequently Asked Questions

When considering your son's choice of work experience, you may find the following questions pertinent:

Can my son go on work experience outside the dates set?

Pupils will only be permitted to do work experience outside the arranged dates in exceptional circumstances but this does not apply to weekends, evenings/shift work or school holidays. School staff are not available during these times in the event of any problems and the EBL team are not able to approve these placements.

My son is considering taking part in National Citizens Service activities after his GCSEs. Can these be counted as work experience?

Unfortunately, whilst NCS is a very beneficial activity which we strongly encourage it cannot be counted as work experience.

Can my son go abroad for his placement?

No. EBL are not able to approve placements abroad due to the difference in health and safety laws. Parents of international boarders who wish to complete work experience in their country of residence please contact me to discuss the arrangements.

Can my son still go even if EBL do not approve the placement?

No. If the EBL team do not approve a placement then neither can the school.

Is my son insured on work experience?

If EBL approve a placement it means that the Employers Liability Insurance at the placement covers your son.

Please do contact me with any questions you may have in relation to work experience or the careers programme at Adams more generally.

Yours sincerely

Sonya Wilson
Head of Careers
sonya.wilson@adamsgs.uk