



# Castle Donington College

Principal: Mrs Julie Sheppard

Vice Principal: Mr Nathan Barratt

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DP/VP

14<sup>th</sup> December 2023

Dear Parents/Carers

## **Year 10 Work Experience – 1st July to 5<sup>th</sup> July 2024**

The expectation is that all our year 10 students will complete a work experience placement this year from Monday 1<sup>st</sup> July to Friday 5<sup>th</sup> July 2024.

This is invaluable for our students both as part of the Careers programme and for their growing understanding of the current labour market. Work experience aims to provide young people with an opportunity to expand their awareness of the world of work, build their economic understanding, identify employability skills and be able to relate their studies to work and training.

Research shows that work experience placements are far more successful where the student, and often their family, are involved in finding and securing a position in a place of their choice following their interests and ambitions. We therefore request your help in sourcing a suitable placement for your son or daughter; support will, of course, be given to those who require it in College.

There is an electronic form <https://forms.office.com/e/mE2ggW4GyY> which needs to be completed by both the employer and yourselves. It is necessary for the company chosen to have adequate insurance and have a risk assessment in place.

Would you please complete the form by Tuesday 30<sup>th</sup> April 2024. Or if you would prefer there is a version of the form which can be found on our website which can be completed and emailed to [workexperience@cdcollege.uk](mailto:workexperience@cdcollege.uk)

If you have any queries regarding work experience, please do not hesitate to contact us at College.

Yours faithfully

CDC Work Experience Team