



Castle Donington College

Principal: Mrs Victoria Beeby

Vice Principal: Mr Nathan Barratt

10th December 2024

Dear Parents/Carers

Year 10 Work Experience – 30th June – 4th July 2025

The expectation is that all our Year 10 students will complete a work experience placement from Monday 30th June to Friday 4th July 2025.

This is invaluable for our students, both as part of the Careers programme and for their growing understanding of the current employment 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.

Please complete the electronic form, <https://forms.office.com/e/pmNDrT2jx0> this is for student and parental/carer consent.

Please also forward to employers the **Letter of Understanding for the Employer**. This contains an additional electronic form which is to be completed by the employer. They will need to have employers' and public liability insurance.

Forms need to be completed by Friday 14th February 2025

If you have any queries regarding work experience, please do not hesitate to contact the College at workexperience@cdcollege.uk

Yours sincerely

CDC Work Experience Team