



Corby Business Academy

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Associate Principal: Simon Underwood

18th June 2020

Dear Student, Parents and Carers,

Back in March we had to make the difficult decision to cancel work experience for Year 10, and we are now having to do the same for Year 12 (who were meant to participate in July).

We had hoped that we could possibly re-arrange work experience for another point in the future; however, as lockdown continues that is no longer possible for either year group as the focus once returning to school will be academic and supporting applications. We must now focus on what we can engage students in virtually to familiarise the year groups with the work environment.

There are several companies who have sought to offer virtual experiences of their facilities and some even offering virtual work experience. Students will need to engage with at least one of the virtual tours (details will be provided for them as an assignment on their Microsoft team) and have the chance to apply for virtual work experience opportunities.

We have partnered with Speakers4schools who are organising opportunities alongside employers. Year 10 and up only, will be able to **apply for placements listed** but engagement with speakers4schools is not mandatory. That being said, we recommend that students consider it properly. Not only will there be a new experience to place on CVs but an insight into the career.

Whilst the number of opportunities to be listed are unknown, the expectation is that placements will take place between now and August 2020. Opportunities already available for application are in Journalism and Creative Writing, Technology and Business, Construction, Special Effects and Animation, and Design. Successful student applicants will be chosen directly by the company.

Speaker4schools have been working with schools for several years and are familiar with the safeguarding measures that schools have to consider when working with employers. They have arranged for virtual environments to be created so that none of the students involved need to share contact details with employers and they will monitor meetings. Each application the student completes will be seen by the school before they're submitted for selection and permissions will also be needed for students to take part.

These are some of the details on how these placements will work:

- Students will need a computer, the internet, a quiet space to work from and Microsoft Office.
- Placements will last for 1 week and dates are set by the company
- Students will be given tasks to complete and meetings to attend for the week
- Working hours are set by the company (an example timetable, 10am - 3pm with an hour for lunch).

Students have already had this information shared with them; however, an account can be created via this link <https://www.s4snextgen.org/students/Take-Part?id=0>.

If any other companies with similar offers are discovered, that are safe and suitable for students to engage with, we will make students aware.

Once we are able to return to school full time, students will not be able to participate in work experience during term time so that they are able to focus energy on studies. We appreciate that some students are in positions where career choices require work experience to progress and we will support however we can but any arrangements made must be for school holidays.

Employability and guidance resources will continue to be available on the Careers Microsoft teams until the end of the academic year. If there are any questions that you have, please email judy.edwards@corbybusinessacademy.org.

Yours sincerely,

A handwritten signature in cursive script that reads "J. Edwards".

Judy Edwards
Careers Lead