



Dear Parents/Carers,

Your child has received their personal link to access the Work Experience App or web browser. It has been sent to their school email address so please ensure they can log on.

Just as a reminder, they need to be actively searching for their work experience placement and need to have this arranged by December 21st. They have been given the opportunity in form to log on and locate the email and use the link this week. Please talk to them about this and ensure they are accessing this at home. They can search existing employers on the app (there is a video on how to do this below) or if they have found their own placement that isn't already in the app, they can also add this employer to the app themselves (there is also a video on how to do this below).

Here are some useful videos to help your child access the app or online browser and to upload their placement.

[Work Experience Launch Video for Teachers and Students - YouTube](#)

[Step 3.1 - Student App/Portal Sign-in Tasks - YouTube](#)

[5.0 - How students apply for opportunities - YouTube](#)

[Step 4.0 - How Students Submit Self Placements - YouTube](#)

Additionally, in order to receive important updates from NYBEP, who oversee the work experience placements, it is really important that you fill in this [consent form](#).

If you have any questions, please contact Mr Cutler or myself.

Thanks for your support.

Kind regards,

Mr Cutler (Head of Year 10)

Mrs Avery (Assistant Headteacher | *Careers Lead*)

