



**BUTTERSHAW**  
BUSINESS & ENTERPRISE COLLEGE

A member of  
the **boot** family  
Bradford Diocesan  
Academies Trust

Ref: TOS/LMG

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27<sup>th</sup> April 2021

Dear Parent/Carer

## Virtual Work Experience Week 7<sup>th</sup> to 11<sup>th</sup> June 2021

One of the sad consequences of the pandemic is that our current Year 11 students have not had the opportunity to complete work experience. We know how valuable this is in the preparation of our students for adult life. We have therefore arranged for your child to take part in a virtual **Work Experience week** during the week of **Monday 7<sup>th</sup> June to Friday 11<sup>th</sup> June**. This is an exciting opportunity where they can experience the World of Work in sectors and careers that they are interested in. This incredible opportunity will allow them to gain an insight into future career pathways, develop important workplace skills and be one of the few students nationally who are able to add an experience with leading companies to their CVs.

### Who is providing the work experience?

BBEC is working with a company called 'Changing Education' which has access to over 70,000 employers to provide this experience, some of which are listed here:



### How much will this experience cost?

There is no charge to parents for this amazing opportunity.

### Where will students complete their virtual work experience?

Students may complete their entire Work Experience week from home and will receive support from BBEC Careers Department, Year 11 tutors, the Changing Education staff and mentors during the week.

### What will my child get out of this work experience activity?

As well as a valuable insight into the world of work, students will receive a certificate of completion, feedback on many of the individual assignments, skill appraisals and will have created a professional CV by the end of the week. When their placement is complete, there will also be an additional BBEC reward of a cash voucher that can be spent at the Year 11 prom or an equivalent online voucher to spend anywhere.

### How can students take part?



The entire experience is delivered through the **Changing Education Application (ConnectED Careers Manager App)**, which is downloaded to their phone or tablet. The app does not run on a computer. Students just need to download a personalised QR code sent to their BBEC email account, then complete a personal profile with information on their career ambitions before selecting different employment sectors and employers to design their personalised experience.

Students will be able to work with different employers throughout the week, taking part in creative daily sessions, workshops, group activities and presentations.

The app provides everything from daily timetables, live streaming of the activities, portals to submit assignments and assessment results.

This useful YouTube video takes you step by step through this process:

<https://www.youtube.com/watch?v=0PWb61-C8vc>

We don't want any student to miss out on this valuable experience, so if technology is an issue please contact me on the number below.

Please ensure that your child registers as soon as possible to ensure they get their experience with their preferred companies. Please be aware that by registering you are providing consent for your child to take part in the Virtual

Work Experience programme. Changing Education will follow all expected procedures around GDPR and data protection.

In the week before half term, we will be providing some further guidance for those students taking part covering safeguarding, etiquette and achieving the most successful outcomes.

Please encourage your child to take full advantage of this exciting opportunity. If you require any more information about this, please do not hesitate to contact me.

Yours faithfully

*L Grant*

Mr L. Grant

Head of Careers

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