

November 2021

Dear Student,

**Ref: Year 12 Work Experience: Monday 4<sup>th</sup> July – Friday 8<sup>th</sup> July 2022**

As part of our careers curriculum at Codsall High School all year 12 students, without exception, are expected to attend a work experience placement. We believe that it is important that you have the opportunity to get an insight into the work place, preferably linked to your intended career path.

All placements are for one week and this year will take place week beginning Monday 4<sup>th</sup> July finishing on Friday 8<sup>th</sup> July 2022. **Please note: All work experience placements must be UK based only.**

You are responsible for finding your own work placement. You can browse for potential placements by accessing our new Work Experience database **WorkExperienceSpace**.

- Go to [www.workexperiencespace.co.uk](http://www.workexperiencespace.co.uk)
- Your username is your **given school email address** eg: **josephbloggs14@ch-pb.com** and the password is **Codsall2021**
- Click on **Open Menu** then **My Placement Search** to browse the work experience database
- If you find a company you would like to do your work experience with, you must contact the manager / supervisor of the company. If accepted, ask them to complete the health & safety form, then return it to student services
- You will not be allowed to go to any company until a risk assessment has been carried out by Entrust staff and the company added to their database.

Where possible placements should be in the following areas:

- Staffordshire
- Wolverhampton
- Telford
- Shropshire

Anyone wishing to go to placements outside the west midlands area unfortunately may be asked to pay for the cost of the H&S inspection, at a cost of £50 per inspection. For further information regarding this contact me on the number below.

All requests for work placements must be in by: **Friday 18<sup>th</sup> February 2022**

Yours sincerely



Mrs E. Alexiou  
Work Placement Co-ordinator  
Codsall Community High School  
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