

Dear Parent

Giving students an opportunity to experience an insight into the world of work through our work experience programme is important in order to support their personal and social development. Our young people will be entering an ever changing work place in which transferable skills will be vital to supporting career progression and where competition for jobs is increasing.

For some years, schools in Essex, Southend & Thurrock have been supported by Trident from Edexcel to deliver their work experience programmes. However, following a successful selection as the recognised provider by the Local Authorities in Essex, Southend & Thurrock in the Autumn Term of 2010, HCS Careers Ltd are delighted to have been given the opportunity to take on this role. HCS Careers Ltd has a strong track record in supporting schools with the co-ordination of work experience programmes and has been delivering over 12,500 placements for young people in Hertfordshire for 15 years. In Essex, Southend & Thurrock we are offering a number of new and exciting elements to the service including an on line booking system, Webview, for students to search for opportunities, make their placement choices and plan their travel arrangements for getting to work.

This new system will enable you to support your child with their choices: they will be able to view the secure site using their unique pin code from anywhere with an internet connection and search for placement opportunities by location and/or by sector. In the past, Essex, Southend & Thurrock schools have placed much emphasis on students directly approaching employers for placements and this is something you will still be able to do if your child wants to have a specific type of experience but in addition, students will be able to view opportunities secured by HCS, just as they would when making a real job search using an online facility.

Historically, the Local Authorities in Essex, Southend and Thurrock provided some funding for work experience to help towards the costs of delivering the programme, however, this is no longer the case and schools are charged by HCS on a per student per placement basis.

We recognise that all parents want their children to have the best possible experience when they go out on placement and that many parents will help with the identification of placement opportunities. We want to make you aware that if you choose for your child to undertake a placement within another county, this will incur an additional charge. These are due to the expenses incurred in having that placement visited and assessed for its suitability in terms of health and safety by the recognised provider within that area. It may well be that your school will pass that cost on to parents. Placements within the county borders will be charged at £ 29.95 and the out of the county placements will incur an additional charge .

HCS are able to keep the costs of delivering the service to schools at this level by using economies of scale, gaining the support of employers to offer a number of placements throughout the year, which helps to spread the cost of visiting the employers and co-ordinating the programme delivery. Placements secured through personal or family contacts can provide very exciting opportunities for students but in the majority of cases can only be used as a “one off” and this can be costly, so we



want to manage the number of these types of placements. HCS will be working hard to ensure that we can offer the range and quantity of placements schools and students need, which is becoming increasingly challenging in the current climate. If however, you can persuade your own contact to talk to us about taking students from other schools, we would greatly appreciate that support.

We wish your son or daughter best of luck and hope that they really enjoy their time on their work experience placement. If you have any questions about work experience you can talk to the school Work Experience Co-ordinator and to find out more about us, please visit our website www.hcs.co.uk.

Regards

HCS Careers Ltd



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