



08 March 2023

Dear Parent / Guardian

Year 10 Careers Provision and Work Shadow Day

At Maiden Erleigh Chiltern Edge we are proud of our Careers Information, Advice and Guidance (CIAG) provision which is delivered throughout students' 5 years at the school via timetabled PHSE lessons, assemblies and the Tutor programme. In Year 10 there are a number of additional activities calendared to support students as they begin to think about life after MECE and their Post16 options. This includes 1:1 careers talks, Careers Fayre visit and dedicated time to engage with UniFrog's online careers platform.

The highlight of this additional provision is Work-Related Learning Week which takes place **15-18 May 2023**. In this week students will have a number of dedicated workshops and opportunities to explore Post 16 provision delivered by both staff from MECE, the Maiden Erleigh Trust and from local colleges and employers. Further details of this programme will be shared with students and yourselves near the time. On **Thursday 18 May** students are invited to undertake a day's **Work Shadow placement** with the intention of:

- Developing an understanding of the roles and responsibilities of members of staff and different departments or areas of work
- Experiencing how the world of work functions
- Seeing how staff and teams interact within the workplace
- Opportunity to "Test out" possible career options

Work Shadow Day has been launched to the students during a special assembly and students have been issued with a number of documents to support them in both considering and securing a placement. There is formal paperwork that needs to be completed and submitted to ensure that placements are suitable - a timeline for this process can be found here: [CAREERS, WORK EXPERIENCE & WORK RELATED LEARNING - Maiden Erleigh Chiltern Edge](#). In addition, there will be dedicated time in tutor and PHSE over the coming weeks to support students who need it. However, we would really value your support through your own contacts to identify potential placements that students might be able to take advantage of. If you are able to source a placement for your son/daughter and/or provide a place for another student please do let us know so we can begin to allocate opportunities appropriately.

Over the next fortnight further information will be given to students in a folder, added to students' Google Classroom and shared with parents, but should you have any questions in the meantime please do not hesitate to contact me via a dedicated school email address: mecework-experience@maidenerleghtrust.org

Yours sincerely

Ms K Hardman
Careers coordinator