



# MAIDEN ERLEGH

## CHILTERN EDGE

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Dear Parent / Guardian

### Year 10 Careers Provision and Work Shadow Day

At Maiden Erlegh 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 PD lessons, assemblies, and the Tutor programme. In Year 10 there are several 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, the Careers Fair visit coming up next Wednesday 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 **7-10 May 2024**. 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 Erlegh Trust and from local colleges and employers. Further details of this programme will be shared with students and yourselves near the time.

On **Thursday 9 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.

We hope that through your own contacts you might be able 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.

Work Shadow Day will be launched to the students during a special assembly next week, with guidance about how to make the most of the experience. There is formal paperwork that needs to be completed and submitted to ensure that placements are suitable. In addition, there will be dedicated time in tutor and PD over the coming weeks to support students who need it.

We will be sharing more information over the next fortnight, but should you have any specific questions or if you are able to provide a placement for other students please do get in touch via: [meceadmin@maidenerleghtrust.org](mailto:meceadmin@maidenerleghtrust.org).

Yours sincerely

Judy Hills  
Assistant Headteacher



Aim High



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