



Headteacher

Erasmus Darwin Academy, Pool Road, Burntwood, Staffordshire, WS7 3QW

Mr P. Walklate BSc(Hons), PGCE, MA, NPQH, NPQEL

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September 2026

Dear Families,

As part of our Careers, Information, Advice and Guidance programme we are now introducing an exciting opportunity for our Year 10 students to participate in work experience. The Year 10 work experience week is scheduled to take place from **Monday 15th March to Friday 19th March 2027**.

The main aims of work experience are to give students a first-hand insight into the world of work, to enhance their own personal and social development, to increase careers awareness and improve employability skills.

There are a number of options available to use when trying to find a suitable placement. Foremost, we would encourage students to find their own work experience placements and especially if they have an interest in a particular occupation. For example, business sectors such as sport and leisure, engineering, media, finance, law and construction. We have found previously that self-placements have been extremely valuable experiences. Employers expect students to have an interest in the field of work and often favour those who approach them directly. Please be aware that there are a number of schools in the local area undertaking work experience around this time and therefore places can often be taken up very early. A lot of business sectors are also in demand and therefore competition for places can be fierce. **It is important therefore, to get applying quickly.**

A further option when looking for a placement will be to use our partners' extensive database of employers. We are working alongside MPLOY Solutions and students will have access to a database which contains hundreds of potential placement opportunities. This database can be accessed from anywhere with internet connection and is straightforward and easy to use. The web address for access is: [Pathways to Work for the Youth Sector | MPLOY Solutions](#) - individual logins and passwords for your son/daughter will be generated by MPLOY and issued by EDA to year 10 students over the coming days.

Student placements will need logging onto a work experience placement form to gain approval by the Academy and MPLOY alike. All organisations used must have **current employer's liability insurance**. A further point to note is that some placements that are either deemed high risk or out of area may incur a cost to parents. This is due to the higher level of Health and Safety checks that are required.

The deadline for finding a placement and submitting the request back to Mr Hall using the attached work experience form is **Friday 18th December 2026**. Requests can obviously be submitted and processed before this date however. Students will participate in a detailed preparation programme prior to their placement. This will cover topics such as health and safety, child protection and employer expectations. In addition, students will be expected to keep an online journal to document their experiences whilst on placement and complete evaluation activities once back in school after the event.

As parents/carers we ask that you actively support your child through this process. Please discuss the placement options available to them and keep an eye out for any deadlines that need to be met. I am confident that with proper preparation and support that this will be hugely beneficial experience for our students as they start to plan for their futures.





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A parental information evening will be held at the Academy on **Thursday 24th September 2026 at 17:30pm** to give further details about the work experience process. As part of this parental information evening, we will also be hosting our vastly experienced and impartial careers advisor, Mike Gilbert from Staffordshire County Council. Mike works closely with all our Key Stage 4 and Key Stage 5 students to ensure that they select the most appropriate pathways at the next stages of their education or early career. Mike will be delivering a short information session on post 16 pathways to parents on this evening. This will give our parents and carers a vital understanding of the wealth of options that are available to students in the post 16 setting and hopefully inform any important decisions moving forwards.

If you have any questions in the meantime, please don't hesitate to contact myself at the Academy and I look forward to seeing you hopefully on our information evening.

Yours Faithfully,

Mr A Hall
Careers Lead

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