



Dear Parent/Carer

## Careers Journey

### Y10 Work Experience

Many thanks to those parents/carers who have completed the Microsoft consent form. A gentle reminder that this is a requirement in order for students to be able to attend their placement. As previously stated, the deadline for completing this is 1<sup>st</sup> December 2023. Please find the form [here](#).

Students have been sent an invite from our careers platform Grofar, and have undertaken a training session on how to access the work experience section in order to upload their placement details, and for the Health & Safety/ Employers' Liability Insurance details to be completed. I have attached the instructions to this communication and they can also be found in the work experience booklet.

Unfortunately where an employer is self-employed we are unable to give consent for a placement where Employers Liability Insurance is not in place (unless the employer is a close relative).

Kind regards,

The Careers Team