

Our Ref: AJP/TJM

6<sup>th</sup> December 2023

Dear Student

**Re: Work Experience Week – Monday 20<sup>th</sup> May – Friday 24<sup>th</sup> May 2024**

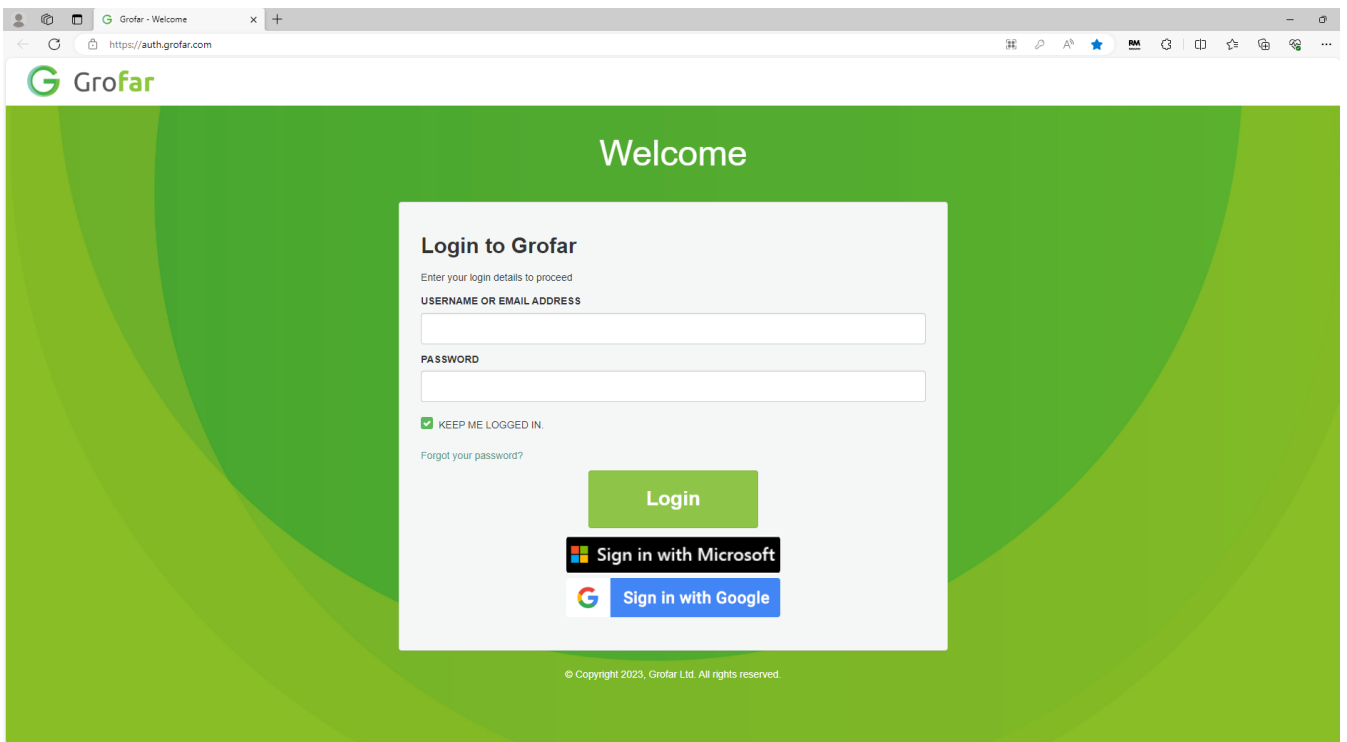
As you know you have the opportunity to find yourself a placement for a week's work experience during May 2024.

You may have already found yourself a placement by approaching an employer but if you are still undecided, **Grofar** is a website set up specially to help you find a placement that suits you.

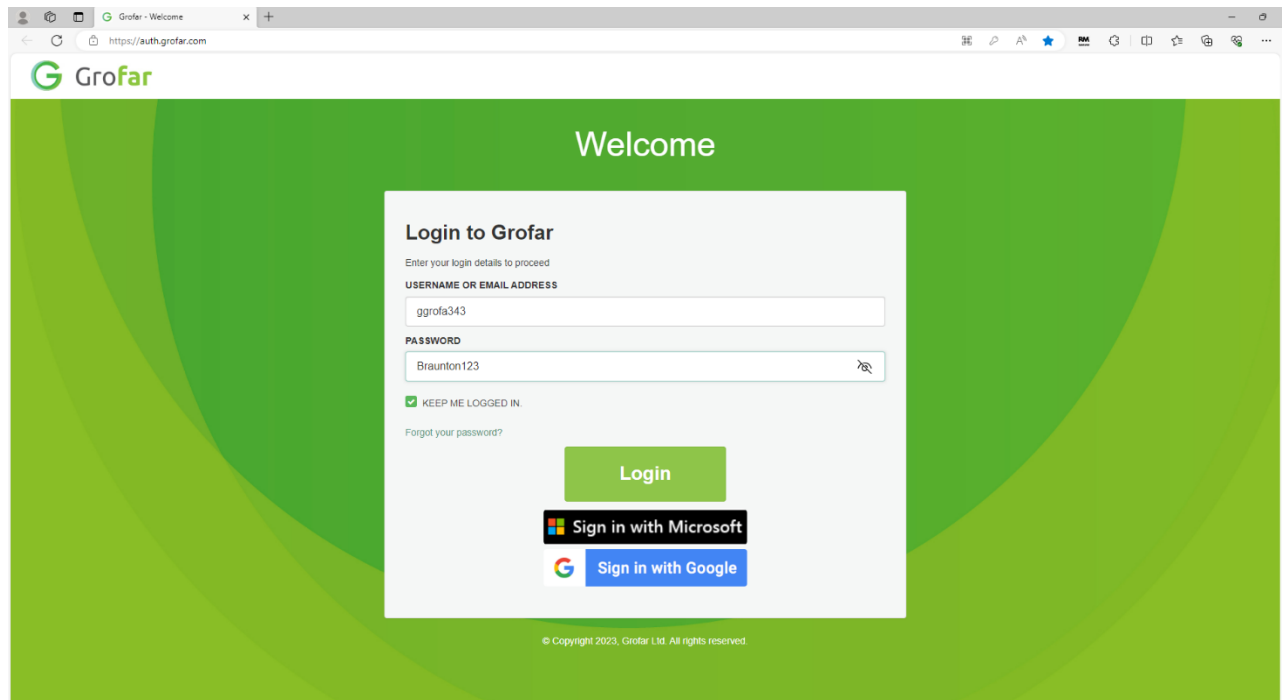
Grofar is a new system we are using this year. **Please note** that when a placement form is submitted, you are confirming you have spoken with the business and they have agreed in principle to your work placement with them. You have made your work experience choice(s) and agree to CSW Group using your data to organize a placement for you. You understand that changes cannot be made once the placement is confirmed. You agree to take part in this work experience scheme and attend the placement with the allocated business. You also agree to keep confidential any information about the business that you may obtain during this work period and not to disclose any information to any other person without permission of the business. You also agree to observe all safety, security and other regulations that are made known to you by the business's representatives or is displayed on instructions. You are also agreeing for your parent/carer's contact information (name, telephone number and email address) to be passed to CSW Group and the placement in case any emergency contact needs to be made.

Simply follow these steps:

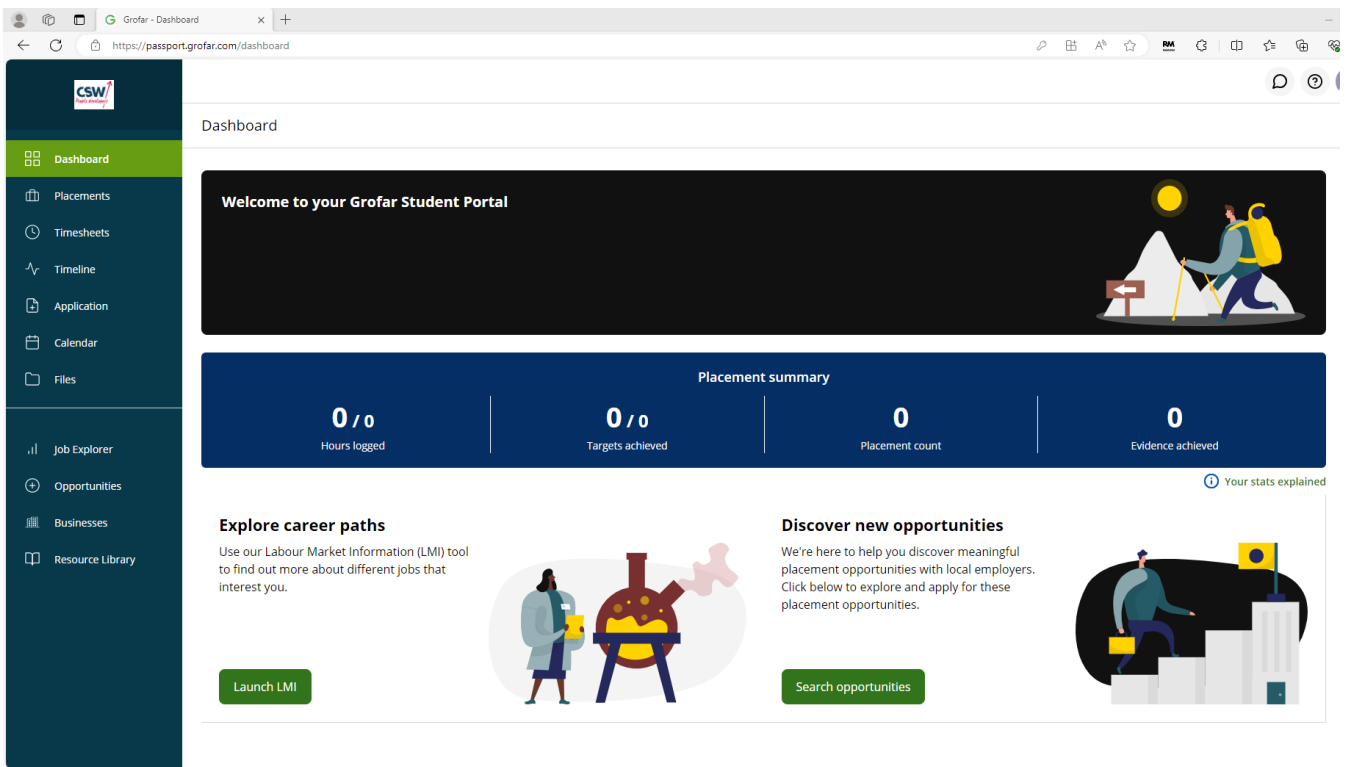
1. Type <https://auth.grofar.com> into the internet address bar and the following screen will appear:



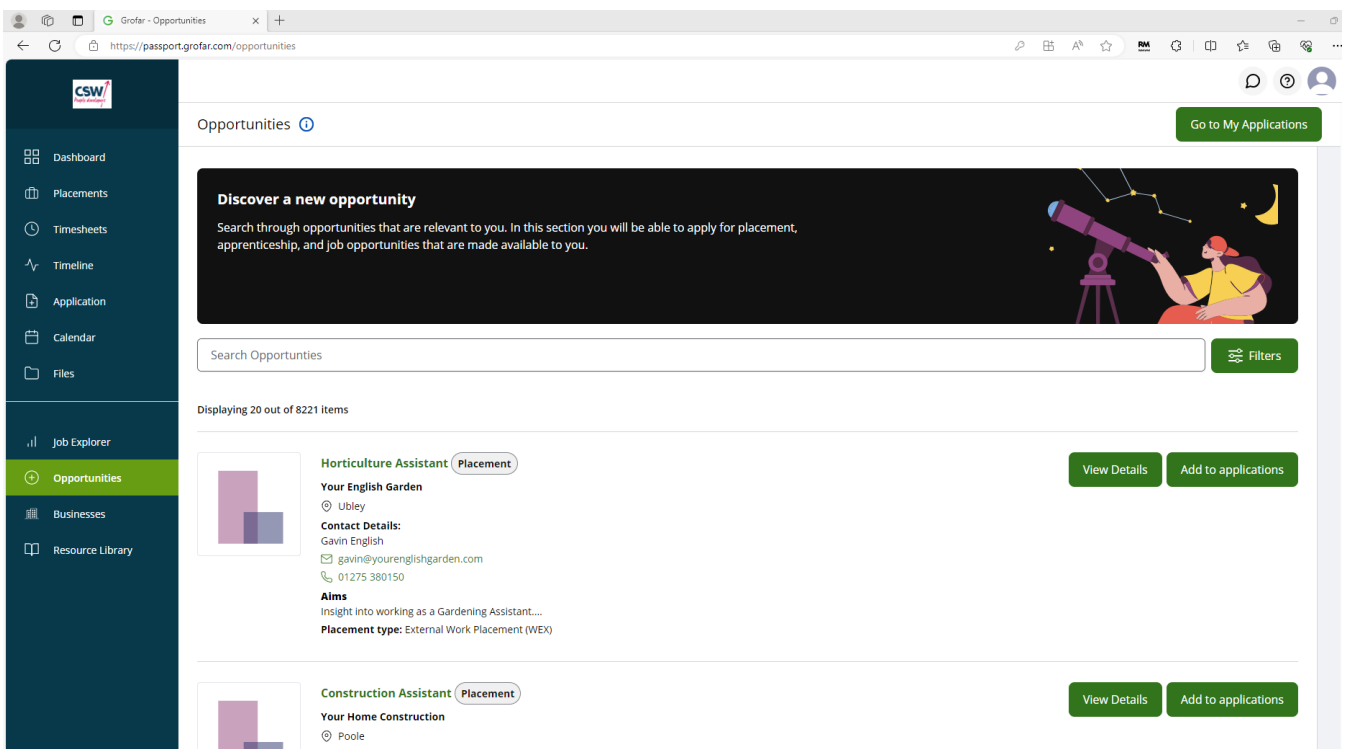
2. Click in the Username or Email Address box and enter **ggrofa343**
3. Click in the password box and enter the password Braunton123  
See the example below:-



4. Click login and the Dashboard page appears.



5. Click **Opportunities** on the left hand side to search for potential placements.



6. Click on the filters tab on the right hand side to search by different criteria. Below is the postcode filter. Make sure click on the Show Filtered Items on the left after inputting the required information.

Filters

Search Opportunities

Distance

Postcode

EX33 2BP

Select Distance

10 Miles

Placement Type

☐ External Work Placement (WEX)

Job Categories

☐ Hospitality and food

Job Roles

☐ Chef

☐ Kitchen assistant

Show filtered items

Clear filters

7. You can also search by Job Categories/ Jobs Role, Career Categories or Pathways. See below.

Filters

Job Categories

☐ Hospitality and food

Job Roles

☐ Chef

☐ Kitchen assistant

☐ Kitchen porter

☐ Waiter

Career Categories

☐ Health, Public Services and Care

☐ Science, Engineering and Mathematics

☐ Agriculture, forestry and fishing

☐ Manufacturing and Production

☐ Construction, Planning and the Built Environment

Show filtered items

Clear filters

Once you have found a placement that interests you, I will be able to help you with writing a letter or phoning them. The company may want to speak to you or meet you before offering you a placement, just as they would if you were applying for a permanent job with them.

**Remember not to leave your search until it is too late!** In order to check a placement, we need the Placement forms returned to the Academy by:-

- **9<sup>th</sup> February 2024** for placements outside of the South West.
- **14<sup>th</sup> March 2024** for placements in the South West.

Employers on this database have had work experience students before but this is not a guarantee that they will offer you a placement. Places are also limited for each employer, so even though it may be listed on "**Grofar**", this doesn't guarantee that the placement has not already been taken by another student.

Should you have any further questions, please contact Mrs Martin, the Work Experience Administrator, based in Reception. Her email address is [tmartin@braunton.academy](mailto:tmartin@braunton.academy)

Yours sincerely



**Mr. A Parsons**  
**Head of Character & Vocational Education**