

Our Ref: AJP/TJK

29th September 2022

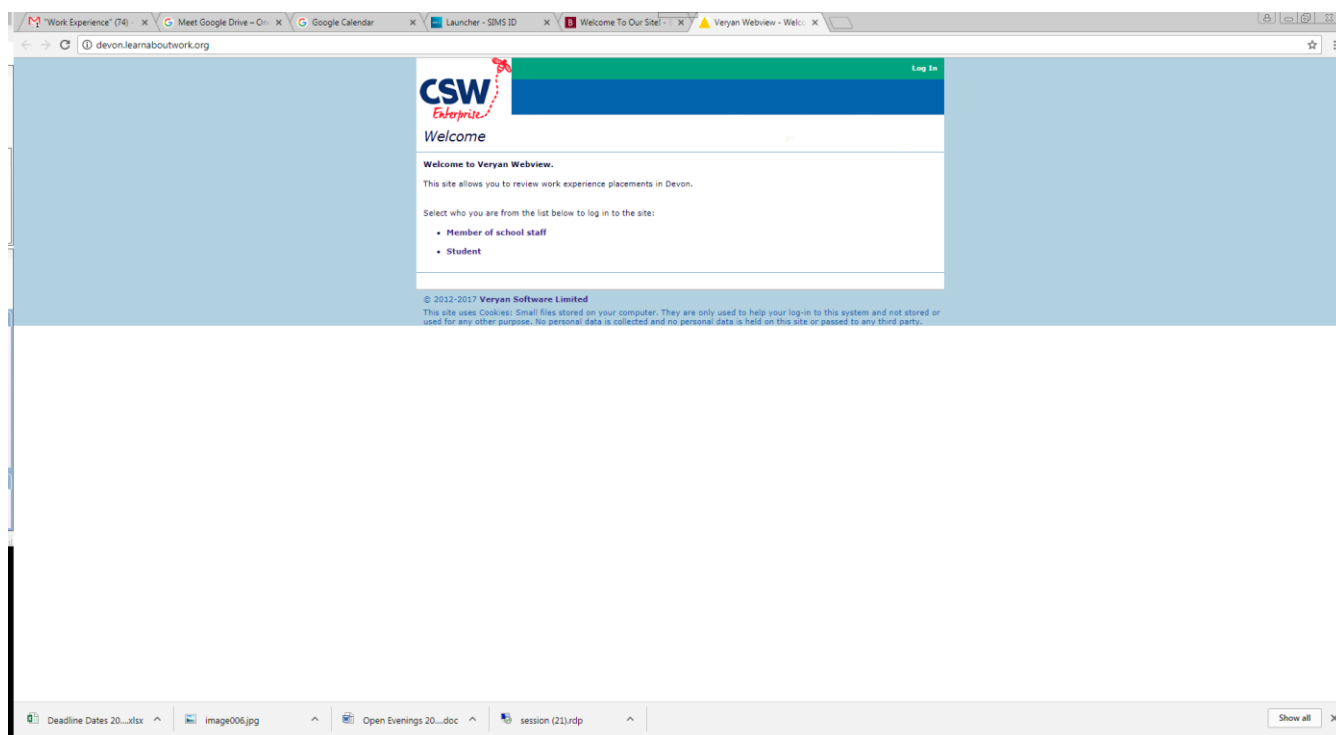
Dear Student

Re: Work Experience Week – Monday 22nd May – Friday 26th May 2023

As you know you have the opportunity to find yourself a placement for a week's work experience during May 2023.

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

1. Type <http://devon.learnaboutwork.org> into the internet address bar and the following screen will appear:



BRAUNTON SCHOOL AND COMMUNITY COLLEGE ACADEMY TRUST

A COMPANY LIMITED BY GUARANTEE, REGISTERED IN ENGLAND AND WALES, NUMBER 7989226 (AN EXEMPT CHARITY)

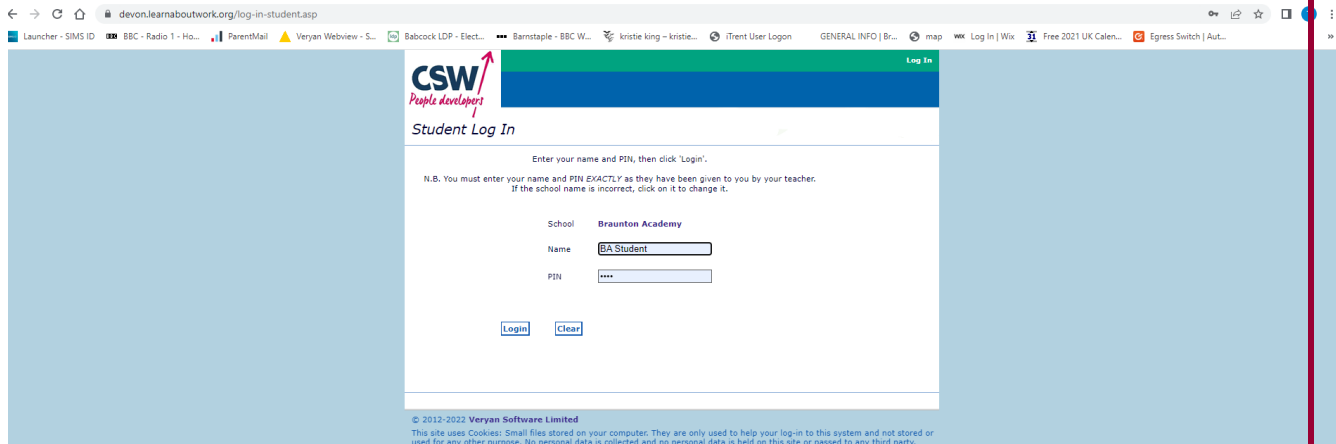
Registered Office: Barton Lane, Braunton, Devon EX33 2BP

Tel: (01271) 812221 Email: admin@braunton.academy Website: www.braunton.academy

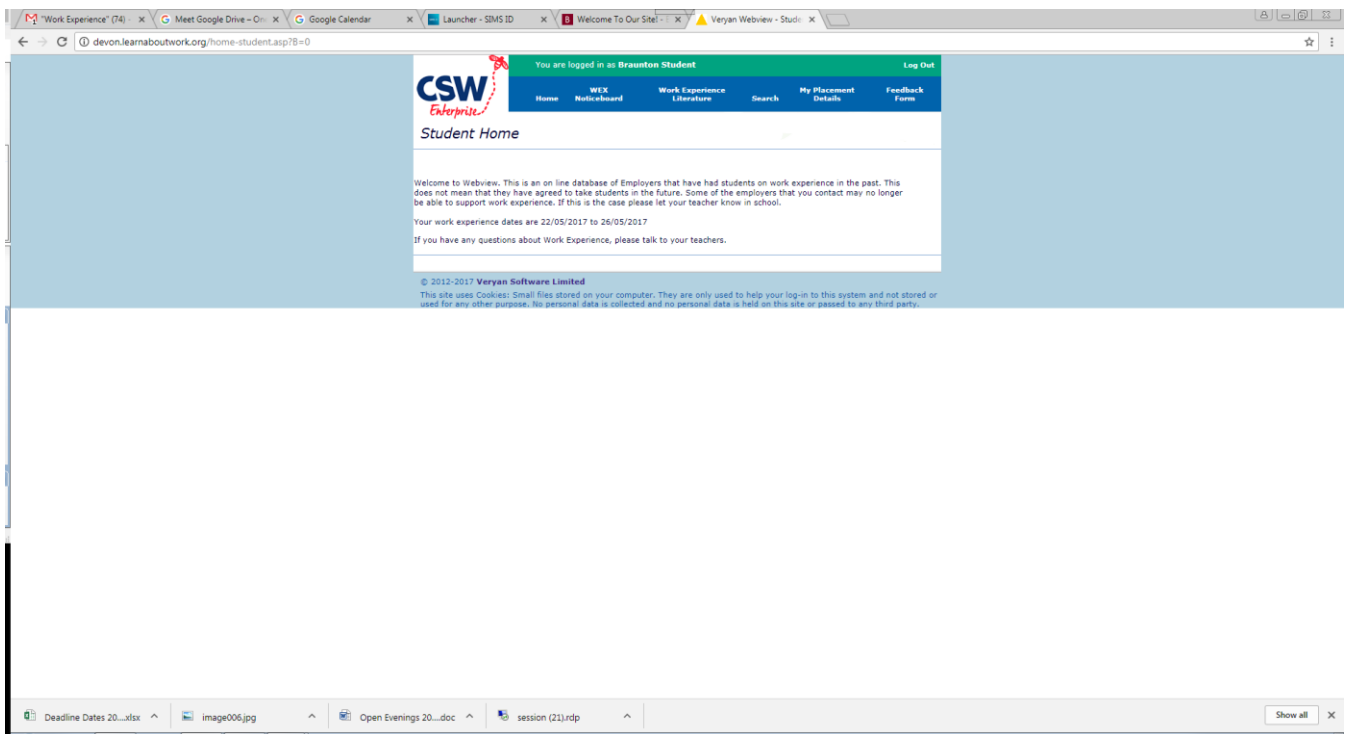


2. Click on **student**. Click on 'Click here to enter school name'.

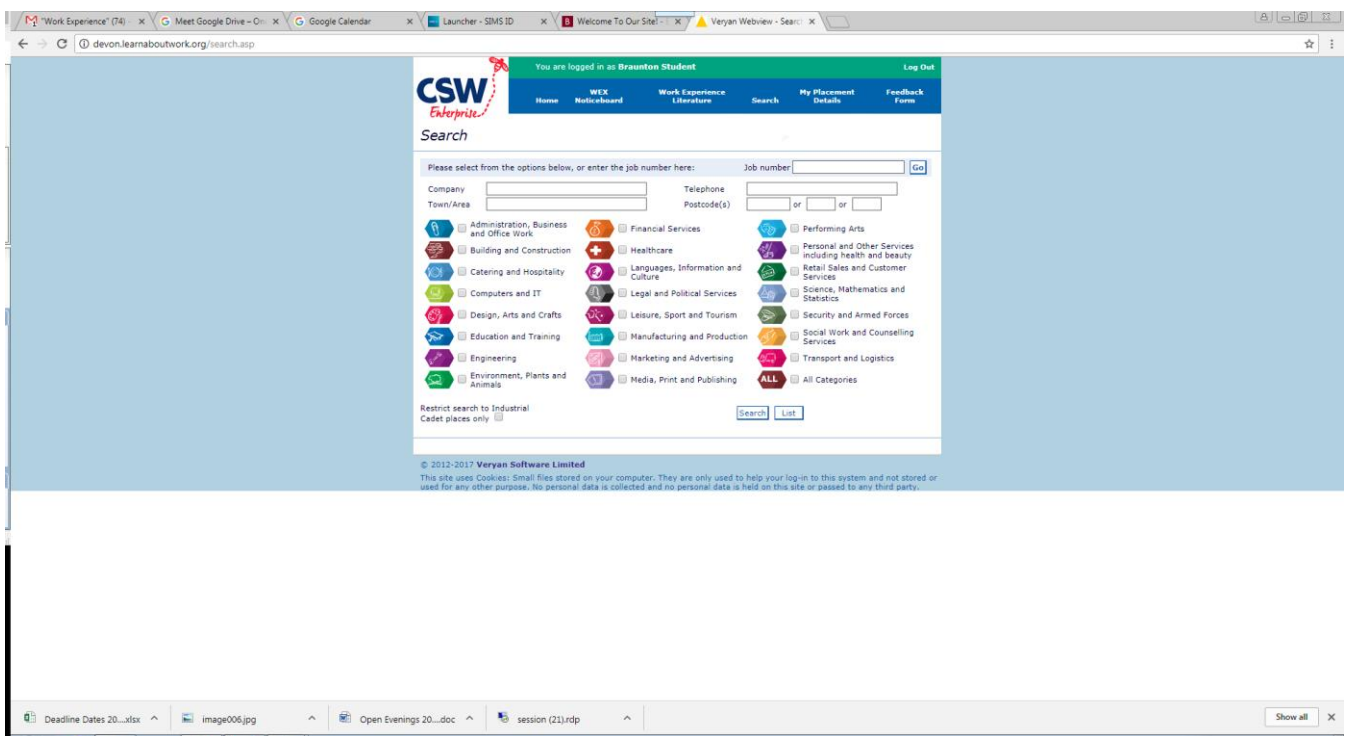
3. This brings up the login screen. Type **BA Student** in the Name box followed by PIN **1122**. Click Login.



4. The **Student Home** page then appears:



4. Click on **search** and the following screen appears where you can look for companies by name, area, type of industry, etc:



Once you have found a placement that interests you, I will be able to give you the contact details for the company and 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:-

- **10th February 2023** for placements outside of the South West.
- **20th March 2023** 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 "**Learnaboutwork**", 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

Yours sincerely

Mr. A Parsons
Aspire Leader