



Bassingbourn Village College

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Part of the Anglian Learning Trust

Limited by guarantee registered in

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Mr D Cooper
Principal

Dear Parent/ Carer

Internship Programme

Whilst the national statutory requirement for all students to have experience of the world of work in the form of Work Experience is no longer in place, we feel that it is important that the students still have this opportunity. As such, we have developed an Internship programme. The main aim of the programme is for students to experience the working world and see how what they learn at school relates to the work environment. We feel that students will have a more valuable experience if they are able to go somewhere that is of interest to them and at a time that is appropriate. As such, we are running an Internship programme for those students who are interested. It is not essential that all students experience work in this way so the internship programme is voluntary.

The aim of the Internship programme is to give the students more independence and choice over any experience they wish to participate in. The programme will give the students the opportunity to apply skills they have gained from school and allow them to see how the curriculum fits with their future needs, especially students following vocational courses. It will allow flexibility for students to experience one off events, which the fixed term work experience was not able to do, and avoid competing for placements with other schools. However students will have to explain the reasons behind wanting to go on their placement and the benefits they will gain, as well as explain how they will catch up any work they miss. As students will be able to go on a placement at any time during Year 10 and 11, within reason, they will also need to justify the timing of their placements.

It would be desirable, where possible, that students will find their own placements, completing the Student Own Placement form which can be downloaded from the school website and completing the internship assessment check form. Both documents should be returned to the Hive so that they can be processed. All placements have to be approved by both BVC staff and Form the Future, the company who do our health and safety checks, before they can go ahead. As such, there needs to be at least 6 weeks' notice before a student can go on a placement. If students wish to participate in the internship programme but are struggling to find a suitable placement they can speak to me for help.

Please do not hesitate to contact me if you require more information.

Yours sincerely

Miss R Hields
Transition Co-ordinator
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