



Venerable Bede Church of England Academy Dayspring Trust



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VDG/MIB

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Dear Parents/Carers

As I am sure you are aware, our Year 10 pupils were due to complete a week of work experience in July. Unfortunately, due to the current circumstances we have been left with no alternative other than to cancel the placements. As always, the health and safety of our pupils is our most important priority and I am sure that you will support our decision.

If your child has secured a work placement please encourage them to cancel the placement independently and support them if necessary. If you or your child requires further support do not hesitate to contact Miss Pestell (holly.pestell@venerablebede.co.uk).

Attached to this letter is a range of activities that your child can complete which will help them to develop transferable skills, just as they would have done whilst completing a work placement.

Thank you for your continued support during these unprecedented times. We hope that you are all safe and well and that we will see you all again very soon.

Yours faithfully

Mrs V DaGama
Assistant Headteacher



Tasks – Transferable Skills

Transferable skills, also known as “portable skills,” are qualities that can be transferred from one job to another. You likely already possess many transferable skills employers want, like organisation or strong communication. Tackle some of the tasks below and let us know how you get on.

As work experience will not be going ahead this year, try to complete as many of the tasks below as you can. A lot of the tasks below are things that you would experience during your work placement but feel free to add in any of your own. For example, if you were going to work in a restaurant, why not make dinner for your household and serve them? If you were going to work in a school, teach someone in your household a new skill.

Take photographs/videos (you do not need to be in them if you are camera shy) of the tasks that you complete and send them to Miss Pestell (holly.pestell@venerablebede.co.uk)

<p>Saying that the coronavirus lockdown has had a huge impact on the world of work is a bit of an understatement. Find out how some people redesigned their jobs during lockdown. https://www.bbc.co.uk/bitesize/article/s/zhd6pg8</p>	<p>Formal email Write a formal email to a member of staff at school, this may be asking for information or giving them information. Think about your choice of language ‘hiya miss’ and ‘love from xxxx’ are not appropriate.</p>	<p>The Nine to Five with Stacey Dooley Five teens, five industries. Will they thrive or struggle? Sit back, relax and watch this documentary with Stacey Dooley. Can you pick up any tips? https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley</p>
<p>Letter writing Write a letter to a friend or family member. Again, think about the language that you use and the layout of the letter.</p>	<p>Where could your favourite subject take you? https://www.bbc.co.uk/bitesize/article/s/zhst2sg</p>	<p>Average Wage Research your dream job and find out the average wage – is it still your dream job?</p>
<p>Skills for work The link below looks at different skills that are required for different roles. Have a look and see if any of your dream job roles are listed. https://www.bbc.co.uk/bitesize/tags/zkh292p/skills-for-work/1</p>	<p>Daily Routine Set yourself a daily routine and stick to it for a week. Give yourself adequate breaks and rest and include activities such as ‘making everyone in the household a drink’, ‘taking the dog for a walk’ etc.</p>	<p>Ten skills you might not know you had – are you more skilled than you think? https://www.bbc.co.uk/bitesize/article/s/zfpxt39</p>
<p>Introductions Imagine you’ve just walked through the door of our work experience placement and someone asks what you are doing there, how would you introduce yourself? Have a go and practising this to someone in your house, the first time feels really embarrassing but it gets easier each time.</p>	<p>Application and interview tips. Not many people enjoy interviews; in fact, it is often something that makes people nervous. Click the link below to see some interview and application form tips. Once you have completed that interview someone in your house for a job they would like to have in the future, ensure that you give them constructive feedback – how could they improve their interview technique? https://www.bbc.co.uk/bitesize/article/s/zjrqp3</p>	<p>Formal phone call Make a formal phone call to gain information or pass on information (not just to your friends!!) you might ring a shop and ask for their opening hours or if they have a certain product in stock, you might ring a takeaway and place an order etc. Think about how you speak to people, manners are critical and you must speak clearly.</p>

