



**Ivybridge
Community College**

Work Experience Booklet



Years 10 and 12

Enrichment Week 2024

Enrichment Week – Work Experience

What is Enrichment Week?

While a large proportion of Ivybridge Community College students' time is spent on ensuring their academic success, we also believe in helping students develop their characters; find out more about their interests and passions; and invest in their social, moral and cultural life skills.

The activities offered in Enrichment Week help improve our students' future employability, boost self-confidence, develop leadership skills, instil self-motivation, overcome fears and help them succeed in society. They are also a fantastic way to increase students' enjoyment of College life, creating an inclusive spirit and helping build life-long memories and friendships.

What happens?

During Enrichment Week the normal College timetable is collapsed and students are offered a range of alternative learning experiences and activities outside of the usual curriculum. The week provides students with the opportunity to see and experience places and attractions both in the United Kingdom and abroad.

When is it?

Monday, 8 July to Friday, 12 July 2024

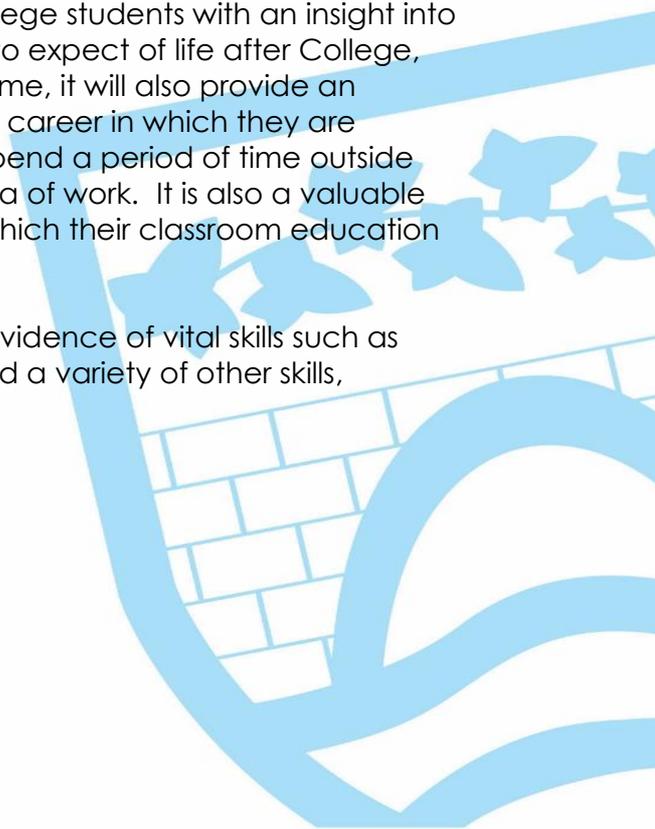
Overview of the Week

The Ivybridge Community College Careers Curriculum strives to provide all students with aspirational, achievable and current information, advice, guidance and experiences to allow them to make informed choices about their futures.

The focus of Enrichment Week for Year 10 and Year 12 students is helping them to develop an insight into their future careers and learning more about professional working environments. We therefore encourage our students to identify, secure and complete a Work Experience placement or participate in a week of experiences.

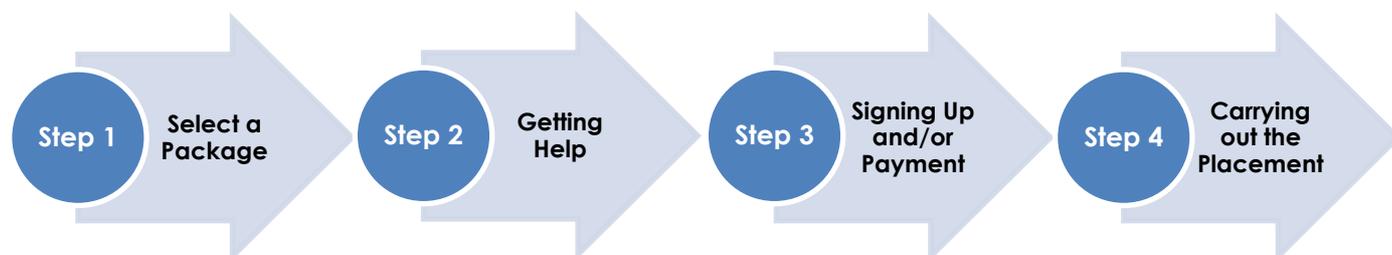
Work Experience provides Ivybridge Community College students with an insight into the working world, teaches them more about what to expect of life after College, and provides a valuable addition to their CV. For some, it will also provide an exciting opportunity to gain an insight into a specific career in which they are interested. A work placement is an opportunity to spend a period of time outside the classroom, learning about a particular job or area of work. It is also a valuable opportunity for students to understand the ways in which their classroom education is adaptable and utilised in the workplace.

Students will get the chance to develop and show evidence of vital skills such as self-confidence, communication, independence and a variety of other skills, depending on what kind of placement they do.



Enrichment Week - Work Experience

In conjunction with **Unifrog** students can access vocational experiences via a choice of twelve different packages including Work Experience, courses, trips, careers advice and speakers from different professions. This booklet is designed to guide our students through **four steps** to ensure Work Experience is organised.



Step 1: Selecting a Package

Students must select **one** of the following packages, which they will be required to follow during Enrichment Week (**Monday, 8 July – Friday, 12 July 2024**).

Students need to think about what they would like to achieve during Work Experience Week and what placement would enable them to achieve this. Please see below the range of opportunities we provide at the College for our students.

Internal Opportunities		
Package	Work Experience	Action Required
Package 1	Week of Work Experience	Complete Unifrog
Package 2	Sports Leadership Qualification	Complete ParentPay
Package 3	Football Refereeing Course	Complete ParentPay
Package 4	West End Experience	Complete ParentPay
Package 5	New York, New York!	Complete ParentPay
Package 6	Incredible Iceland Experience	Complete ParentPay
Package 7	Discovering Rome	Complete ParentPay
Package 8	French Riviera	Complete ParentPay
Package 9	Duke of Edinburgh Expedition – Gold Award	See Mrs Russell
External Opportunities		
Package	Work Experience	Action Required
Package 10	NHS University Hospital, Plymouth	Complete Unifrog
Package 11	Health Care in the Community	Complete Unifrog
Package 12	Babcock, Future Engineers Programme	Complete Unifrog
Package 13	School of Engineering, Computing and Mathematics	Complete Unifrog
Package 14	Wolferstans Solicitors	Complete Unifrog
Package 15	Plymouth Skills Group, Construction Team	Complete Unifrog

Work Experience Packages

Package 1 – Week of Work Experience	
Package 1	<ul style="list-style-type: none"> One week of Work Experience to be fully organised by a parent/carer (not organised by the College) The Work Experience must be of an interest to the student There are no geographical restrictions to placements Students must obtain parent/carer consent confirming the week's absence from College and agreement for the student to attend Work Experience Please see the 'how to sign up to Unifrog' section below to sign up to Package 1 Please complete Unifrog and add the placement All digital paperwork needs to be completed on Unifrog by Friday, 1 March 2024
Cost:	No Cost

The following packages require parents/carers to secure a place for their child by paying a deposit on ParentPay. Once students are signed up a further detailed overview will be sent home. Please see below the packages that are available to Year 10 and Year 12. Please also see step 3 with regards to payment.

Package 2 – Level 1 Sports Leadership Qualification	
Package 2	<p>Students have the opportunity to gain a Sports Leaders' qualification.</p> <p>The Sports Leadership qualification is a nationally recognised qualification that enables successful learners to assist in leading purposeful and enjoyable sport/physical activity, under direct supervision.</p> <p>Students will develop leadership skills including organisation, planning, communication and teamwork through the medium of sport. Students will be assessed during the course by practical observations and questioning of underpinning knowledge via worksheets. Students will also produce and complete lesson plans and evaluations.</p> <p>The five-day course will be a combination of practical and theory. Students will require their pencil case, drink and snacks for the day. Students will break for break and lunchtime. All students attending this package will be required to wear sports clothing for the week to include shorts (weather dependent). All students who select this package will receive a timetable confirming the details and itinerary for Enrichment Week nearer to the time.</p> <p>Payment Plan To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:</p> <p>By Thursday, 30 November 2023 £50.00 Initial deposit/Payment 1 By Friday, 19 January 2024 £50.00 Payment 2</p>
Year Group:	Years 10 and 12
Venue:	Ivybridge Community College, meet in G0.01
Places:	32 places available
Cost:	£100.00 per student

Package 3 – Football Refereeing Course and Football Training with Devon FA

<p>Package 3</p>	<p>The College would like to provide students with the opportunity to attend a Football Association Referee Course that is taking place during Enrichment Week. The FA Referee Course is designed for anyone aged 14 and over who would like to join the tens of thousands of referees who operate week in week out in local parks, throughout the English Football pyramid, up to those who officiate the FA Cup Final and on the international stage.</p> <p>Detail of the course: FA Referee Course and Training with Devon FA Times: 9.00am – 3.20pm (timetable will be given nearer to the course)</p> <p>The FA Basic Referee Training Course provides the introduction to officiating in Football. The course will introduce the learner to the laws of the game and their application delivered through theory and practical elements, outlining the skills required to operate as a match official in grassroots Football. The week is divided into three days of the refereeing course and two days of Football training.</p> <p>Course aims and objectives To provide the learners with an introduction to the principles of officiating, delivering five modules of training around the laws, application and practical delivery on the training ground and through officiating a minimum of six matches.</p> <p>Course content The course will introduce some key aspects in the following:</p> <ul style="list-style-type: none"> • Introduction to officiating • Assessment of knowledge • Misconduct report writing • Fouls and misconducts • Written examination • Theory DVD <p>Football Referee Continued:</p> <ul style="list-style-type: none"> • Practical - application of law • Practical - skills and attributes <p>Practical involvement Candidates will be encouraged to participate practically to maximise their opportunities for learning. Students will also have the opportunity to train with a Football Coach during the week for two full days of Football coaching. A timetable will be available for all students nearer to the week.</p> <p>Requirements and sports attire Students will need to wear sports attire for the duration of the week. There will be a mixture of classroom-based activities and practical work on the All Weather Pitch, so both sets of footwear are advised (trainers and football boots). Please make sure that you wear suitable clothing for variable weather conditions. Please ensure you bring plenty of drinks, sun cream and snacks to keep you going throughout the day.</p> <p>Payment Plan To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:</p> <p>By Thursday, 30 November 2023 £50.00 Initial deposit/Payment 1 By Friday, 19 January 2024 £50.00 Payment 2 By Friday, 16 February 2024 £85.00 Payment 3</p>
<p>Year Group:</p>	<p>Years 10 and 12</p>
<p>Venue:</p>	<p>Ivybridge Community College, meet in G1.01</p>
<p>Places:</p>	<p>12 places available</p>
<p>Cost:</p>	<p>£185.00 per student (includes a sports referee kit)</p>

Package 4 – West End Experience

Package 4	<p>This week consists of an excellent opportunity for students to participate in a two-day Performing Arts Workshop within College which is designed to challenge them both physically and creatively. On Monday, students will work creatively, learning repertoire and developing their choreographic skills. On Tuesday students will put these choreographic skills into action, leading small groups to produce something they can be proud of and that can be performed in London!</p> <p>This is followed by a fantastic three-day Performing Arts experience in London. The cost of the visit includes transport, two nights' accommodation to include breakfast, a visit to the Tate Modern Art Gallery, West End show tickets to watch two performances and two practical workshops based around the musicals and led by West End professionals. Also included are two evening meals at two of the most popular venues in London.</p> <p>Payment Plan</p> <p>To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:</p> <table border="0"> <tr> <td>By Thursday, 30 November 2023</td> <td>£100.00 Initial deposit/Payment 1</td> </tr> <tr> <td>By Friday, 19 January 2024</td> <td>£100.00 Payment 2</td> </tr> <tr> <td>By Friday, 16 February 2024</td> <td>£100.00 Payment 3</td> </tr> <tr> <td>By Friday, 15 March 2024</td> <td>£100.00 Payment 4</td> </tr> <tr> <td>By Friday, 19 April 2024</td> <td>£100.00 Payment 5 (to be confirmed)</td> </tr> <tr> <td>By Friday, 17 May 2024</td> <td>£120.00 Payment 6 (to be confirmed)</td> </tr> </table>	By Thursday, 30 November 2023	£100.00 Initial deposit/Payment 1	By Friday, 19 January 2024	£100.00 Payment 2	By Friday, 16 February 2024	£100.00 Payment 3	By Friday, 15 March 2024	£100.00 Payment 4	By Friday, 19 April 2024	£100.00 Payment 5 (to be confirmed)	By Friday, 17 May 2024	£120.00 Payment 6 (to be confirmed)
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By Friday, 15 March 2024	£100.00 Payment 4												
By Friday, 19 April 2024	£100.00 Payment 5 (to be confirmed)												
By Friday, 17 May 2024	£120.00 Payment 6 (to be confirmed)												
Year Group:	Years 10 and 12 (please note Year 8 and Year 9 students will be invited on this trip)												
Venue:	Ivybridge Community College and London												
Places:	40 places available												
Cost:	£440 - £620 per student (depending on numbers £440 – 40 students, £620 – 20 students)												

Package 5 – New York, New York!

Package 5	<p>This trip is an excellent opportunity for students to enrich their Psychology and Sociology knowledge, as well as immerse themselves in the cultural experience that is New York. There will be a packed itinerary for the trip and students will spend time visiting some of the iconic attractions of New York like the Statue of Liberty and the Empire State Building.</p> <p>Students will also visit Ellis Island where they will develop their understanding of demography through immigration and the 9/11 memorial, linking to the sociological topic of religion and terrorism. A visit to Times Square will enrich their knowledge of the power of the media and role models influencing behaviour. Students will also visit Broadway and watch a show.</p> <p>The cost of the visit will include transport to and from the airport, flights to New York, bed and breakfast accommodation, as well as entry to all the attractions. It will also cover one dinner out. Students will need additional money for transport within New York, lunch and dinner.</p>
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Package 5 – New York, New York!

Payment Plan

To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:

By Thursday, 30 November 2023	£100.00 Initial deposit/Payment 1
By Friday, 19 January 2024	£300.00 Payment 2
By Friday, 16 February 2024	£400.00 Payment 3
By Friday, 15 March 2024	£400.00 Payment 4
By Friday, 19 April 2024	£400.00 Payment 5
By Friday, 17 May 2024	£500.00 Payment 6

Year Group: Years 10 and 12

Places: 15 places available

Dates: Monday, 8 July (early hours) – Friday, 12 July 2024

Cost: **£1900 – £2100 per student**

Package 6 – Incredible Iceland Experience

This week consists of a unique opportunity for students to experience the dynamic volcanic and glacial landscape of Iceland.

Students will be based in the beautiful city of Reykjavik and will take day trips by executive coach to visit many of Iceland's natural wonders. This will include Iceland's Golden Circle where students can experience for themselves the unique landscape located between two tectonic plates at Pingvellir National Park. They will also witness the boiling water spouts of the original Geyser and the spectacular Gulfloss Waterfall. Students will have the chance to explore the magnificent lava tunnel Raufarholshellir, which is one of the best-known lava tubes in Iceland. Students will also learn about how Iceland uses its volcanic activity to heat the island at the Hellisgerdi Power Plant. They will see for themselves the black lava sands on the southern shore and take a hike on the glacier at Solhilmajoykull. There will also be an opportunity to explore Reykjavik and visit the striking Perlan Visitor Centre where the city's geothermal water is stored and superb views over the city can be seen. Students will be able to participate in the well-known Icelandic activity of bathing and relaxing in the geothermal waters at Sky Lagoon. They will also be able to play volleyball or go on the water slides in the outdoor Laugardalslaug geothermally heated swimming pool in the centre of Reykjavik.

The Icelandic package is organised by Diverse. The cost includes all transport transfers to airports in the UK and Iceland as well as bus transfers within Iceland, four nights full-board hotel accommodation in Reykjavik (including breakfast, lunch and evening meals). All activities are also included in the cost as well as travel insurance.

Package 6

Package 6 – Incredible Iceland Experience

	<p>Payment Plan</p> <p>To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:</p> <p>By Thursday, 30 November 2023 £100.00 Initial deposit/Payment 1 By Friday, 19 January 2024 £450.00 Payment 2 By Friday, 16 February 2024 £450.00 Payment 3 By Friday, 15 March 2024 £450.00 Payment 4 By Friday, 19 April 2024 £450.00 Payment 5 By Friday, 17 May 2024 £500.00 Payment 6</p>
Year Group:	Years 10 and 12
Places:	15 places available
Dates:	Monday, 8 July – Friday, 12 July
Cost:	£2200 – £2400 per student

Package 7 – Discovering Rome

Package 7	<p>This trip is an excellent opportunity for students to broaden their historical horizons by exploring one of the most influential countries of the Early Modern period as well as immersing themselves in Italian culture. Students will spend time walking through the iconic sights of the city, including the Pantheon, Spanish Steps and the Trevi Fountain. They will also experience a full tour of the Colosseum and Roman Forum, exploring the areas once home to diverse social and political activity. Furthermore, students will visit the museum in the Vatican City, developing their understanding of the way the Catholic Church operated during the Early Modern Period. They will also walk through the extensive Vatican galleries, viewing religious artwork that shaped the Renaissance Period across Europe. The cost of the visit will include transport to and from the airport, flights to Rome, accommodation with breakfast and dinner, as well as entry to all the attractions. Students will need additional money for transport around Rome and lunch each day.</p>
	<p>Payment Plan</p> <p>To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:</p> <p>By Thursday, 30 November 2023 £100.00 Initial Deposit/Payment 1 By Friday, 19 January 2024 £100.00 Payment 2 By Friday, 16 February 2024 £200.00 Payment 3 By Friday, 15 March 2024 £100.00 Payment 4 By Friday, 19 April 2024 £300.00 Payment 5 By Friday, 17 May 2024 £300.00 Payment 6</p>
Year Group:	Year 12 only
Date:	Monday, 8 July – Friday, 12 July
Venue:	Rome
Places:	30 places available
Cost:	£1000 - £1100

Package 8 – French Riviera

Package 8	<p>Students studying French in Year 10 have a fantastic opportunity to visit the beautiful Côte d'Azur in the South of France.</p> <p>The trip includes hotel, coach and flights, breakfast and dinner. During the stay in France, the students will take part in a four-hour guided walking tour taking in the sights and history of the city of Nice. They will also have a full day trip to the fascinating city of Marseille. A morning in a language school followed by an afternoon visit to the Matisse Museum will give the students a chance to improve and then show off their French language skills.</p> <p>On the final day before departing, we will take in the sounds and smells of the famous Nice Market for a spot of food tasting and shopping.</p> <p>Payment Plan To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:</p> <table border="0"> <tr> <td>By Thursday, 30 November 2023</td> <td>£100.00 Initial deposit/Payment 1</td> </tr> <tr> <td>By Friday, 19 January 2024</td> <td>£100.00 Payment 2</td> </tr> <tr> <td>By Friday, 16 February 2024</td> <td>£150.00 Payment 3</td> </tr> <tr> <td>By Friday, 15 March 2024</td> <td>£200.00 Payment 4</td> </tr> <tr> <td>By Friday, 19 April 2024</td> <td>£200.00 Payment 5</td> </tr> <tr> <td>By Friday, 17 May 2024</td> <td>£200.00 Payment 6</td> </tr> </table>	By Thursday, 30 November 2023	£100.00 Initial deposit/Payment 1	By Friday, 19 January 2024	£100.00 Payment 2	By Friday, 16 February 2024	£150.00 Payment 3	By Friday, 15 March 2024	£200.00 Payment 4	By Friday, 19 April 2024	£200.00 Payment 5	By Friday, 17 May 2024	£200.00 Payment 6
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By Friday, 15 March 2024	£200.00 Payment 4												
By Friday, 19 April 2024	£200.00 Payment 5												
By Friday, 17 May 2024	£200.00 Payment 6												
Year Group:	Year 10 only												
Date:	Monday, 8 July – Friday, 12 July												
Venue:	France												
Places:	40 places available												
Cost:	£850 – £950												

Package 9 – Duke of Edinburgh Expedition

Package 9 Duke of Edinburgh Expedition	<p>Students have the opportunity to complete their Duke of Edinburgh (Gold Award) Expedition. All preparation will start after Christmas.</p> <p>With your team, you will plan an aim for the expedition, decide on the route and which areas to walk in to ensure you are fully prepared and know what you are doing!</p> <p>The practice expedition will take place during the College Enrichment Week with the qualifying expedition being done at the beginning of the summer holidays.</p> <p>Further information can be obtained from either Mr Mitchell or Mrs Russell. Please sign up directly with Mrs Russell if you wish to take part in the Gold Award. Your name will be registered as Package 9 for Enrichment Week.</p>
	Year Group:
Date:	Monday, 8 July – Friday, 12 July
Venue:	Various venues

External Opportunities for Work Experience

There are additional Work Experience placements available to our students **outside** of the College provision. Please read the following information and complete the relevant application forms that can be found on our College website.

All students must make direct contact with the organisations below and complete the applications embedded into the tables or directly email the organisation in order to obtain a work experience placement.

Package 10 – NHS University Hospitals, Plymouth	
Package 10	<p>Are you interested in a career in the Healthcare? Do you want to gain work experience in a hospital setting? Do you want to give your time supporting the NHS?</p> <p>University Hospitals Plymouth NHS Trust welcome applications from those looking to gain a quality work experience or shadowing placement in the healthcare setting. A work experience placement in the NHS offers the chance to see what working in an acute hospital is really like across a variety of roles. It may confirm a person's career aspiration, or similarly open their eyes to a whole host of career pathways which they may not have yet considered. A record of work experience is also an advantage when applying for jobs or higher education courses. Students must to be reliable and committed, with a willingness to learn.</p> <p>Please visit here https://www.plymouthhospitals.nhs.uk/work-experience/ or email plh-tr.workexperience@nhs.net for further information.</p> <p>Please note: Spaces are limited and an application does not guarantee a placement. We will receive further information regarding work experience and will email this out to all students.</p> <p>All digital paperwork needs to completed on Unifrog by Friday, 1 March 2024</p>
Year Group:	Years 10 and 12
Cost:	No Cost

Package 11 – Health Care in the Community	
Package 11	<p>This is an opportunity for students who are interested in work experience within a primary care setting with a view of seeing how the NHS works.</p> <p>The Devon Training Hub is an organisation that will organise the best placement for our students, in a suitable area. The Training Hub requires students to complete an application form. The application form will be shared with students and parents.</p> <p>Devon Training Hub will connect students with a setting near to where they live, this would be particularly helpful to those students who do not have any family members working within healthcare.</p> <p>Please note: Spaces are limited and an application does not guarantee a placement. We will receive further information regarding work experience and will email this out to all students. All digital paperwork needs to completed on Unifrog by Friday, 1 March 2024</p>
Year Group:	Years 10 and 12
Cost:	No Cost

Package 12 – Year 10 only - Babcock Work Experience – Future Engineer Programme

Package 12	<p>Students have the opportunity to apply for The Future Engineer Programme with Babcock. Over the course of the week, you will be working in teams to design a humanitarian vessel, experience tours of Devonport Royal Dockyard, attend presentations and talks given by members of staff and partner organisations, as well as taking part in many more fun activities. This unique five-day programme will give participants first-hand experience of the workplace.</p> <p>The application forms and information are not currently available. Babcock will be sending out invites to all schools shortly. In the meantime please visit here www.babcockinternational.com for information.</p> <p>If your child is successful in the application process, please complete Unifrog when a placement has been secured.</p> <p>Please email Mrs Reddy if you have applied for the Babcock Work Experience as this will fall outside the internal College deadline. Adjustments will be made to students' internal deadlines for this package.</p>
Year Group:	Year 10 only
Cost:	No Cost

Package 13 – School of Engineering, Computing and Mathematics

Package 13	<p>Students have the opportunity to apply for a work placement at the School of Engineering, Computing and Mathematics. If students have a specific interest in Mathematics they can contact Jenny Sharp by telephone on 01752 586872 or email to J.Sharp@plymouth.ac.uk or SECAM@plymouth.ac.uk</p> <p>Please note the dates are Monday, 1 July – Friday, 5 July 2024 and falls outside the work experience week. This means that students may sign up to two work placements.</p> <p>If your child is successful in the application process, please complete Unifrog when a placement has been secured. All digital paperwork needs to be completed on Unifrog by Friday, 1 March 2024.</p>
Year Group:	Years 10 and 12
Cost:	No Cost

Package 14 – Wolferstans Solicitors

Package 14	<p>Students have the opportunity to apply for a work placement at Wolferstans Solicitors.</p> <p>The Work Experience will provide a key insight into how lawyers work in practice. Wolferstan Solicitors provide services in six key sectors: Wills and Probate, Family, Property, Business, Medical Negligence and Personal Injury. Throughout the week, students will experience life as a lawyer in a range of sectors, providing a great opportunity to aspiring lawyers.</p> <p>The information has yet to be confirmed and sent out to schools. We will send all Work Experience information out to parents/carers and students once we have received it.</p> <p>Students can stay updated by visiting the website www.wolferstans.com/careers/work-experience. It will note when applications are open and will also allow students to apply for a position on the Work Experience Scheme. The website currently states that the work experience is closed.</p> <p>All digital paperwork needs to be completed on Unifrog by Friday, 1 March, 2024</p>
Year Group:	Years 10 and 12
Cost:	No Cost

Package 15 – Skills Group

Package 15	<p>Students have the opportunity to apply for a work placement with Skills Group and the Construction Team. The detailed information has yet to be confirmed and sent out to schools. We will send all Work Experience information out to parents/carers and students once we have received it.</p> <p>For further information visit the website www.skillsgroupuk.com to find out more.</p> <p>Please email enrichment@ivybridge.devon.sch.uk if your child would like a place on the work placement. Names will then be sent to the Skills Group in advance of the week of Work Experience. There will be a maximum of 20 places. Students will have to make their own way to the placement. If your child is successful in the application process, (students will be informed and an email sent home to confirm) please complete Unifrog when a placement has been secured.</p> <p>All digital paperwork needs to be completed on Unifrog by Friday, 1 March 2024.</p>
Year Group:	Years 10 and 12
Cost:	No Cost

Step 2: Getting Help in Choosing a Package and Work Experience

How the College helps

Tutors, CPSHE teachers, Mrs Hughes (Careers Officer), Mr Kibler (Year 10 College Director) and Ms Martin (Assistant Principal, responsible for Sixth Form and Lead for Careers and Work Experience) are available for students to talk to, and can make suggestions for suitable placements based on students' interests and aspirations. In addition, subject teachers have insights into careers around their subject areas.

How Parents/Carers can help

- Talking to your child and helping them to think about what they would like/would not like in a placement. Good questions include:
 - What are their interests, and what careers link to those interests?
 - Would they prefer to stay local, go to Plymouth/Exeter or further afield?
 - Would they like to experience a potential career, or do they want a placement that might lead to a part-time job?
- Talking to friends and family for inspiration and potential leads.

How to apply for Work Experience Package 1

Students should always check an organisation's website first, in case there is information on there as to how to apply for Work Experience at that organisation. If there is no information on the website, we advise students to phone to get the correct details for the individual responsible for managing Work Experience placements and ask to arrange a time to talk or for an email address to send a letter to.

The letter from the College will ask your potential Work Experience provider for their:

1. Name
2. Address
3. Contact Details

This information is required for Step 3 and completing Unifrog.

Inspiration for Work Experience Placements

1. Search a local business directory

Devon Live maintains a local business directory, which is searchable by industry type. See <https://directory.devonlive.com>

2. Ivybridge Community College Website Page

We have enclosed useful contacts for Work Experience placements. This is a great starting place for all students. The contact list will be updated on the College website on a regular basis. Please visit

<https://www.ivybridge.devon.sch.uk/workexperience>

Step 3: How to Sign Up and Payment Details

A Work Experience placement is not confirmed until the College has received a fully completed digital copy of the Work Experience Forms via Unifrog.

The Work Experience Tool on Unifrog aims to help manage the administration behind the placements process, making it easy:

- For students to get the ball rolling, then reflect on the placement afterwards.
- For the employer to follow and confirm that they follow best practices in:
 - Health and safety
 - Any additional safety guidelines
 - Risk Assessment
 - Insurance GDPR
- For the parent/carers to stay informed of what is happening.
- For the teacher to have an overview of the whole process, including knowing at any time the status of each student's placement.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then add the placement to their Unifrog account (they will find the Work Experience Tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carers, and the College, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately.**

Finding out more and next steps:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next, we recommend looking at [this one](#), because it includes advice on how to find a placement.

Packages 1, 10, 11, 12, 13, 14, and 15

Please complete Unifrog which will inform the College of your choice for Work Experience.

Packages 2, 3, 4, 5,6,7, and 8

Pay on ParentPay.

Package 9

See Mrs Russell in the Mathematics Department.

All digital paperwork needs to be completed on Unifrog by Friday, 1 March 2024

Cancellation of Ivybridge Community College Trips and Insurance

If an Ivybridge Community College trip is cancelled by the company that is organising it, this will result in a full refund for the student. However, if a student books their place and subsequently cannot or does not wish to attend, unless another student is found who can take their place, the student is still liable for the full cost of the event.

Once a deposit is received, this is taken as confirmation that the parent/carer is committed to paying the full cost of the trip. After **Tuesday, 5 December 2023**, if a student decides not to attend the trip and their place is taken by another student, deposits are non-refundable.

If there is an exceptional circumstance, such as illness or injury resulting in a student being unable to attend the trip, a suitable doctor's note will be required in order to proceed with an insurance claim.

ParentPay Support

If you have not used it before, please go to www.parentpay.com and log in to activate your account using the username and password sent to you by the College.

If you would like further information regarding ParentPay or you encounter any complications, please do not hesitate to contact Gaynor Salt, Finance Administrator, in the Finance Office at finance@ivybridge.devon.sch.uk

Financial Assistance

Year 10

There is financial assistance for the following students:

- **Students in receipt of Free School Meals** – 50% contribution towards the package of their choice (up to £500).
- **Pupil Premium students** (excluding Service Pupil Premium) will receive £50 contribution towards the cost of the activity of their choice.

If you wish for your child to participate on a course or trip package, a deposit must be made of the required amount to confirm a place on ParentPay. Once the deposit has been made, the College will contribute the relevant financial assistance towards the chosen package automatically on ParentPay.

Year 12

Year 12 students who are in receipt of the 16-19 Bursary may claim Work Experience costs, such as specialist clothing, equipment or transport from their allocated bursary funds, either by pre-paying or requesting a transfer from funds by submitting a claim form to the Sixth Form Bursary Team in the usual manner.

ParentPay will be available to all parents/carers from Friday, 24 November 2023 from 9.00am.

Step 4: Carrying Out the Work Placement

Once the student has secured their placement, the attention can turn to preparing them for the reality of work. In the final few weeks leading up to Work Experience, we will:

- Hand students a Work Experience Written Report to complete
- Deliver a Health and Safety in the Work Place and the Expectations of all Employee's presentation to all students
- Schedule a time to visit or call the student during the placement
- Upon return, students will be asked to evaluate their placement through the Unifrog platform
- Ask students to pass thank you cards and College letters to their placements to show appreciation for the placement opportunity

Please ensure your child is:

- Prepared for the type of job they will be carrying out
- Able to get to the placement
- Has the correct uniform or clothing
- Has a realistic expectation of the placement
- Prepared with lunch and drinks

Please notify Mrs Jenny Hughes, Careers Officer by email to jhughes@ivybridge.devon.sch.uk, immediately if your child will be absent from their work placement.

Questions or Emergency Contact

Please ensure your child speaks to their Tutor to discuss any questions or concerns regarding Enrichment Week.

I hope your child enjoys Enrichment Week and their Work Experience placement.

If there is an **emergency** or you have any **questions** regarding Enrichment Week and Work Experience please contact:

Years 10 and 12 enquiries regarding Package 1:

Ms Imogen Martin

Assistant Principal

Email: imartin@ivybridge.devon.sch.uk

Years 10 and 12 enquiries regarding Packages 2 – 15:

Mrs Helen Reddy

Director of Enrichment and Sports Academy

Email: enrichment@ivybridge.devon.sch.uk

Work Experience Contacts

Please see the contact list below to start you off on your journey of searching for a Work Experience placement. These contacts are examples of local opportunities and provision.

Schools - Work Experience			
Organisation	Address	Contact Number	Email Address
The Erme Primary School	Station Rd, Ivybridge PL21 0AJ	01752 892247	theerme@moorsway.devon.sch.uk
Millswood Nursery School	26-10 Woodland Rd, Woodlands, Ivybridge PL21 9HQ	01752 698224	rachel@millswoodnurseries.co.uk
University of Westminster	4-12 Little Titchfield St, Fitzrovia, London W1W 7BY	020 7911 5000	course-enquiries@westminster.ac.uk
Cornwood C of E Primary School	Fore St, Cornwood, Ivybridge PL21 9PZ	01752 837375	cornwood@moorsway.devon.sch.uk
Widey Court Primary School	Widey Lane, Crownhill, Plymouth PL6 5JS	01752 773909	widey.court.primary.school@plymouth.gov.uk
Ladybirds Day Nursery	Steer Point Rd, Brixton, Plymouth PL8 2BN	01752 881161	ladybirds0101@gmail.com
Little Orchard Montessori Nursery - Ivy Town	The Youth Venue, Leonards Rd, Ivybridge PL21 0SL	01752 893498	littleorchard123@btinternet.com
Anglo-Spanish Language School	35 Brent Hill, Holbeton, Plymouth PL8 1LW	07551 006590	info@anglospanishschool.com
Newton Ferrers C of E Primary School	Dillons, The Green, Newton Ferrers, PL8 1AS	01752 872630	admin@newton-ferrers.devon.sch.uk
Dame Hannah Rogers Trust	Woodland Road, Ivybridge PL21 9HQ	01752 892461	enquiries@discoverhannahs.org
Courtlands School	Widey Ln, Plymouth PL6 5JS	01752 776848	courtlands.school@courtlands.acemat.uk

Schools - Work Experience

Organisation	Address	Contact Number	Email Address
St Christopher's Prep School and Nursery	Mount Barton, Staverton, Totnes TQ9 6PF	01803 762202	office@st-christophers.devon.sch.uk
Cheam High School	Chatsworth Rd, Cheam, Sutton SM3 8PW	020 8644 5790	secretary@cheam.sutton.sch.uk
Oak Green School	Oak Green, Aylesbury HP21 8LJ	01296 423895	office@oakgreen.bucks.sch.uk
Stowford School	Exeter Rd, Ivybridge PL21 0BG	01752 894163	admin@stowford.devon.sch.uk
St Matthew's Primary and Nursery Academy	1 Peregrine Road, Plymouth PL6 5FN	01752 395969	SMPA.office@stcmat.org
Mary Dean's Church of England Primary School	43 Mary Dean Ave, Tamerton Foliot, Plymouth PL5 4LS	01752 773521	office@marydeans.plymouth.sch.uk
Woodlands Park Primary School	Abbot Rd, Woodlands, Ivybridge PL21 9TF	01752 690046	admin@woodlandspark.devon.sch.uk
Ballaré School of Performing Arts	3 Treby Terrace, Sparkwell, Plymouth PL7 5DD	07982 637914	ballareschoolofperformingarts@gmail.com
Manor Primary School	Manor Way, Ivybridge, PL21 9BG	01752 893182	admin@manor.devon.sch.uk
Ermington Primary School	School Road, Ivybridge, PL21 9NJ	01548 830459	admin@ermington.devon.sch.uk
Ugborough Primary School	Ugborough, Ivybridge PL21 0NJ	01752 892489	admin@ugborough-primary.devon.sch.uk
Montpelier Primary School	North Down Road, Plymouth PL2 3HN	01752 216160	admin@mpsplymouth.net
Bambinos Childcare Centres	4 School Dr, Woolwell, Plymouth PL6 7TH	01752 696616	enquiries@bambinosdaynursery.co.uk
Compton Preschool	Higher Compton Road, Higher Compton, Plymouth, PL3 5JB	01752 769355	Compton.preschoolplym@gmail.com

Retail/Restaurants/Catering - Work Experience

Organisation	Address	Contact Number	Email Address
Endsleigh Garden Centre	A38, Ivybridge, Plymouth PL21 9JL	01752 914110	Jonathan.juleff@bluediamond.gg
The ioutlet	Unit 37 Sisna Park, Plymouth PL6 7FH	01752 696844	the_ioutlet@live.co.uk For attention of : Russell Jones
Lawson Plymouth	76 Hyde Park Rd, Peverell, Plymouth PL3 4RG Hours: Open · Closes 5.00pm	01752 229292	plymouth@lawsonproperty.co.uk
The Ship Inn	Ugborough, Ivybridge PL21 0NS	01752 892565	info@shipinnugborough.com
South Brent Flowers	6 Church St, South Brent TQ10 9AB	01364 72751	brentflowers40@gmail.com
St Austell Brewery	63 Trevarthian Road, St. Austell, Cornwall PL25 4BY	0345 2411122	info@staustellbrewery.co.uk
Warrens Bakery	Glanvilles Mill, 9, Glanvilles Rd, Ivybridge PL21 9PS	01752 690370	Beki.Knight@provenancebrands.co.uk
The Leading Edge Picture Frame Shop Ivybridge	Chapel Place, 56 Fore St, Ivybridge PL21 9AE	01752 691352	N/A

Mechanic/Engineering/Building/Construction – Work Experience

Organisation	Address	Contact Number	Email Address
Classic Builders	Estover Close, Plymouth PL6 7PL	01752 696640	enquiries@classic-builders.co.uk
Applied Automation (UK) Ltd	Concept House, Eastern Wood Road, Langage Industrial Estate, Plymouth PL7 5ET	01752 349920	hr@appliedautomation.co.uk

Mechanic/Engineering/Building/Construction/ Surveying and Project Management – Work Experience

Organisation	Address	Contact Number	Email Address
Bandvulc Tyres	Lee Mill Industrial Estate, Gillard Way, Lee Mill Industrial Estate, Ivybridge PL21 9LN	01752 893257	sales@bandvulc.co.uk
PTG Precision Engineers Ltd	Langage Industrial Estate, Meadow Cl, Plymouth PL7 5EX	01752 344379	Mike.stevens@ptgltd.co.uk
Gibbs Suspension	Unit 21, Forge Lane Moorlands Trading Estate, Business Park, Saltash PL12 6LX	01752 846888	gibbssuspension@gmail.com
Surveying and Project Management Ward Williams Associates LLP	wwa.uk.com	07938 486 338	vanessachannings@wwa.uk.com
Andrew Kirby Architects Ltd	Discovery House Dart Marine Park, Steamer Quay, Totnes TQ9 5AL	01803 867377	greg@akirbyarchitects.com
Sibelco UK Ltd	Headon China Clay Works, Cornwood, PL21 9PW	01752 837900	Graham.hole@sibelco.com
Masons Kings	Rixey Park, Kingsteignton Rd, Newton Abbot TQ13 0BY	01626 852140	Peter.Brennan@masonskings.co.uk

Theatre/Performing Arts – Work Experience

Organisation	Address	Contact Number	Email Address
The Minack Theatre	The Minack Theatre, Porthcurno, Penzance TR19 6JU	01736 810181	info@minack.com
The Soapbox Children's Theatre	Devonport Park, The Corner of Milne Place and Exmouth Road, Plymouth, PL1 4RD	07754 177678	info@stiltskin.org.uk

Veterinary and Animal Care/Healthcare/Hair and Beauty

Organisation	Address	Contact Number	Email Address
A Salon Called Fish	Westbeer House, Fore St, Ivybridge PL21 9AE	01752 691696	info@asaloncalledfish.co.uk
The Barber Shop/BarberElles	Alison Hammonds, 5 Costly Street, Ivybridge, PL21 0DB	01752 691120	-
Spellbound Hair And Beauty	5 Clare St, Ivybridge PL21 9DL	01752691166	N/A

Veterinary and Animal Care/Healthcare/Hair and Beauty

Organisation	Address	Contact Number	Email Address
Dart Vale Dental Care	24 Bridgetown, Totnes TQ9 5AD	01803 840200	reception.dartvale@portmanhealthcare.co.uk
Newsome Opticians	10 Glanvilles Rd, Ivybridge PL21 9PS	01752 691107	newsomeopticians@gmail.com
University Hospitals Plymouth NHS Trust			Plh-tr.workexperience@nhs.net
Filham Park Veterinary Clinic - Ivybridge branch	Godwell Lane, Ivybridge PL21 0LE	01752 892700	N/A
Brompton Veterinary Clinic	90 Fulham Rd, South Kensington, London SW3 6HR	020 7225 2915	N/A
Fitzworthy Equestrian Centre	Corntown, Ivybridge PL21 9PH	01752 837000	info@fitzworthyequine.co.uk
Erme Valley RDA	The Brook, Yolland Brook, Ugborough Road, PL21 0HG	01752 691629	peggydouglasrda@gmail.com
Totnes Rare Breeds Farm	TQ9 5XW	01803 840387	Samantha Adams contact@totnesrarebreeds.co.uk

Finance/Solicitors

Organisation	Address	Contact Number	Email Address
Exeter Diocesan Board of Finance	The Old Deanery, The Cloisters, Cathedral Close, Exeter EX1 1HS	01392 272686	communications@exeter.anglican.org

Other Work Experience

Organisation	Address	Contact Number	Email Address
EE	Langage Business Park, Plympton, Plymouth PL7 5JX	N/A	Darren.c.jones@ee.co.uk
Condy Mathias	Park House, 28 Outland Rd, Milehouse, Plymouth PL2 3DE	01752 562605	info@cmcfp.co.uk
Windy Ridge Farm	Toby Cross, Ugborough, Ivybridge PL21 0HQ	01752 895344	dcchoope@aol.com

Other Work Experience

Organisation	Address	Contact Number	Email Address
Gramafilm	80 Paul Street, London EC2A 4NE	020 3051 8619	info@gramafilm.com
Vispring Ltd	Ernesettle Ln, Plymouth PL5 2TT	01752 366311	info@vispring.com
Ribeye Boats	Collingwood Rd, Dartmouth TQ6 9JY	01803 832060	hello@ribeye.co.uk
Cornwall Glass Manufacturing	3 Beechwood Way, Langage, Plymouth PL7 5HH	01752 756580	HR@cornwallgroup.co.uk
M S T - P I S Ltd	3 East Way, Lee Mill Industrial Estate, Ivybridge PL21 9GP	01752 690390	N/A
Burke Rickhards - BRL Architects	91 North Hill, Mutley, Plymouth PL4 8JT	01752 266111	mail@burkerickhards.co.uk
Community Photographic Studios Cic	Unit 19, 8 Bell Cl, Plymouth PL7 4FE	01752 658070	N/A
Stride Treglown Plymouth	Norbury Court, The Millfields, Stonehouse, Plymouth PL1 3LL	01752 202088	davidbayliss@stridetreglown.com
Howard and Over	Plym House, 3 Longbridge Rd, Plymouth PL6 8LT	01752 556606	plymouth@howard-over.co.uk
Heltor LTD	Heltor Maxwell Road, Cattedown, Plymouth, PL4 0SN	01752 425135	admin@heltor.co.uk
D C Dennis & Son	Fardel, Ivybridge, Devon PL21 9HT	01752698338	N/A
Home Instead	22 Glanvilles Mill, Ivybridge, Devon, PL21 9PS	01752 938220	martin.allison@homeinstead.co.uk
Hollins Murray Group	St John's House, Barrington Road, Altrincham Cheshire WA14 1TJ	0161 929 5666	info@hollinsmurray.co.uk
Kingsbridge Museum	108 Fore St, Kingsbridge, TQ7 1AW	01548 853235	hello@kingsbridgemuseum.org.uk

Other Work Experience

Organisation	Address	Contact Number	Email Address
Sharon Stone Soft Furnishings	Ernebridge Works, Ermington Rd, Ivybridge PL21 9DE	01752 691141	sharonstone405@btinternet.com
Prime Skatepark	21-23 Commercial Rd, Plymouth PL4 0LE	01752 224360	N/A
Moorwood Joinery	Westover Industrial Estate, 24, Ivybridge PL21 9ES	01752 893737	moorwoodjoinery@gmail.com
Kumon North Plymouth Centre	Lancaster Gardens, Plymouth PL5 4AA		plymouthnorth@kumoncentre.co.uk
Sound Diving	Yacht Haven Quay, Breakwater Rd, Plymstock, Plymouth PL9 7HJ	01752 405007	info@sounddivingplymouth.co.uk