

6 July 2022

Dear Parent / Carer

Virtual Work Experience Week

Monday 18 July – Thursday 21 July

As per the college calendar, all our Year 9 and 10 learners will be taking part in Virtual Work Experience during the last week of term.

We have secured this opportunity with Bouygues ([Home - Bouygues UK \(bouygues-uk.com\)](http://Home - Bouygues UK (bouygues-uk.com))) who we have worked closely with in terms of apprenticeships with our KS5 learners.

Day 1

- 10.00am - Learners attend a **Teams** meeting hosted by Bouygues which includes:
 - Introduction to the virtual work experience platform and the week
 - 30 minute video
 - 10 minute Go Construct quiz – learning about roles within the industry
 - Reconvene to discuss roles and launch the taskLDE UTC Staff members will also be present at this
- 11.00am - Learners access the platform to begin their task
- 12.30pm – Learners attend a **Teams** meeting hosted by Bouygues for de-brief and introduction to day 2.

Day 2/3

- 10.00am – Learners attend a **Teams** meeting with Bouygues
- 10.30am – Launch task – learners work independently from a link available on Teams
 - World of work, videos, interaction and other activities
 - Tuesday Sustainability
 - Wednesday Design
- 12.30pm – Learners attend a **Teams** meeting to debrief

- End of day 3

Day 4

- 10.00am – Celebration on **Teams**
 - 30 minute presentation from Project Manager
- 10.30am – **Teams** Breakout rooms for presentations. Number of rooms will depend on numbers as discussed end of day 3.
- 11.00am - 11.30am – All together for Prizes on **Teams**

LDE staff will be logging in as well throughout the day and each teacher has been allocated a group of learners to support throughout the process, including making contact each day by telephone. Please note that these phone calls may come up as a private number. Learners are expected to attend each day and registers will be taken, with unauthorised absences logged.

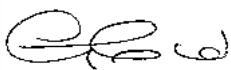
Whilst in the **Teams** meetings, learners

- Will all be muted
- Can have their cameras off
- Need to raise their virtual hand to ask questions
- Note that the chatroom facility will be disabled

If there are any internet access issues, can you please let the relevant Head of Year know as soon as possible so that alternative arrangements can be made.

We are really looking forward to this work experience week and the opportunity for learners to add skills and knowledge to their CVs.

Gloria Gold



Vice Principal – Personal Development and Wellbeing