



Guru Nanak Sikh Academy

Aspire ~ Acquire ~ Achieve

Founder: Sant Baba Amar Singh Ji

Chief Executive Officer: Mr Jaskamal S. Sidhu

24th May 2023

Dear Parent

RE: Year 10 Employability Skills Workshop (8th June 2023) and Work Shadowing

A very important element of careers education is getting real-life practical experience to raise our students' employability skills and prepare them for the world of work.

Employability Workshop

Your son/daughter will be taking part in the Employability Workshop at GNSA Secondary School on Thursday 8th June 2023. All students will need to be dressed in their normal school uniform and attend school at 7:50am for form time and we will finish at 2:30pm. This is an excellent opportunity for students to gain and improve their soft skills and to think about their future progression.

We have arranged for your child to take part in the school healthcare workshop, run by Meducators UK. Meducators UK is an education company of young professionals currently working and training within the NHS. During the workshop, your son/daughter will be exposed to bespoke, interactive and practical workshops delivered by doctors, dentists, nurses, senior medical students and more.

The workshop will take place at Guru Nanak Sikh Academy. A voluntary contribution of **£30** is being requested for each student, to cover the cost of the workshop. Please ensure payment is made via **School Gateway** by **Monday, 5th June 2023** at the latest. Should you require any support using School Gateway, please contact the school office.

Year 10 – Take Your Child to Work Day

A very important element of careers education is getting real-life practical experience to raise our students' employability skills and prepare them for the world of work. This is the perfect time for students to enhance their work-readiness skills, many of which your child is already developing through all the career activities they have been involved in.

One of the things that is encouraged is for parents to 'Take Your Child to Work' for the day and with the summer holidays coming up this is an excellent time to organise this for your child.

Visiting a workplace is extremely important, as it is a means of providing students with an understanding of the qualities and qualifications needed for work; developing their self-confidence and interpersonal skills.

An example of information they could find out about your workplace:

- What does the organisation/company do - they could research this online prior to the visit?
- Does the organisation trade locally or internationally?
- What sector is the organisation in? (For example: Retail, Engineering, IT, Law, Media, NHS)
- How many people work in the organisation?
- What is your role in the organisation?
- What was your pathway to the role?
- What do you like/dislike most about your job?
- How is Maths/English/Science used in the role?
- What key skills do you need to do the role?

Your child could help with a specific task, carry out some research or attend a meeting. During the day they could speak to other colleagues to ask them what their job involves and the skills needed; which would help them understand more about the 'World of Work'.

The school fully appreciates that this may not be possible for all families to offer this opportunity and it is not mandatory for students to participate. If you are still currently working from home then, if possible, we would recommend that your child shadows you, even for a short period of time during the holidays, to give them an insight into your day and help them to identify the key skills required to carry out your role.

If students participate in attending work with you during the holidays or at weekends, I would be grateful if you could complete the form [here](#), for my attention, with the details.

After the session, students will be sent a questionnaire to record the activities they participated in: <https://forms.gle/WLYA8yYbhdyq7o937>

If you have any questions, please do not hesitate to email me at careers@gnsa.co.uk.

Please complete the attached parent consent form and return by Monday 5th June 2023.

Yours sincerely



Dr P Bhullar
Assistant Principal
Careers and STEAM