

4th September, 2019

Dear Head Teacher

BAE Systems Work Experience Programme 2019 - 2020

The BAE Systems work experience programme is a great way for students to consider career choices and provide them a better view of opportunities available. The programme helps young people learn about particular occupations and is a chance to develop their experience, skills and behaviours employers are looking for.

We are delighted to confirm we are running one cohort during the 2019/2020 school year for students, aged 14-16 years old.

Week commencing 6th July, 2020 at Sablesbury Site, Lancashire

Work experience placements will be in a variety of areas including Engineering, Manufacturing, Finance, Project Management and Human Resources and placements will be allocated to meet the students interests expressed on their profile, the week-long placement will include:

Monday	Induction and site tours
Tuesday – Thursday	Work Placement in a core function, i.e. Engineering
Friday	Student presentations (Parents & School representatives are invited to attend the final presentation)

The work experience request process is accessible to all school contacts, parents and students, via the BAE Systems, Getting Ready to Work site (link below):-

www.baesystems.com/workexperience

Students need to complete a Personal Profile and provide a comprehensive description of the **type of work experience placement they would like** as well as giving information on their education and extracurricular activities. Once the request has been submitted the requester will receive an automated acknowledgement. **The window for 2020 requests will close at Midnight Friday March 20th.** All requests will be reviewed after the closing date and decisions will be confirmed during April 2020.

We would be grateful if you could share this work experience opportunity and the application process with students who may be potentially interested.

If you have any questions regarding our work experience programme please contact our customer support team on 01772 677277.

Yours sincerely

Julia Connolley

Education HR Manager
BAE Systems, Air