

October 2021

Dear Parent/Guardian,

Experience of the Workplace and 8 Billion Ideas Internship

A warm welcome from the Careers and Work Experience department, we hope your son/daughter is settling into life at Reigate College.

As half term approaches, we wanted to provide you with further details about a three-day internship with '8 billion ideas' that will run at College from **Wednesday 13 July – Friday 15 July 2022**. All students at Reigate College need to undertake at least one '**Experience of the Workplace**' during the lower sixth. This can be either an Insight Visit, Work Shadowing or a longer period of Work Experience. Please note that this is different and in addition to any paid part-time jobs that your son/daughter may have and ideally it should be linked to their career aspirations.

Students will hear from the Work Experience Coordinator in tutorial this week. Where possible, experiences should be arranged in the holidays or during **work experience week**, which is **11-15 July 2022**. In the current environment it can be hard to organise an in-person experience, but we are hopeful that by next summer the situation will allow more students to experience workplaces in person. In the meantime, virtual experiences are a good alternative, and we recommend students all register with Springpod [Free Virtual Work Experience | Springpod](#)

This year, we are running a three-day internship programme with the company "8 billion Ideas" and this will count as an experience of the workplace. This is open to all students, regardless of whether they have already completed one, or plan to do so. The internship will take place at Reigate College, 13-15 July from 9am until 3pm each day.

The internship is a bespoke programme that has broad appeal and will benefit every student. The experience is scenario based, in which students are acting as interns at '8 billion ideas' assigned to the R&D department. Over three days the students will participate in experiences to develop a range of employability skills, including team-working and presentation skills. They will be guided in areas such as networking and the importance of building a strong personal brand.

A short introduction from David Harkin, CEO 8 Billion Ideas about what is planned can be viewed here [8 billion ideas internship video link](#)



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This is a chargeable event and will cost £36 for the full three-day programme. We have negotiated an **early bird discount** that lowers the price **to £30 for bookings made before midnight on Wednesday 5th January 2022**. Students who register after this date will be charged the full price of £36.

Please note that payment will be non-refundable for non-attendance. Our preferred method of payment is through the **Reigate Portal** by accessing the secure online payment system using debit/credit cards. Please click on the payment link at the bottom of the email and using the login details provided to you by the College to make payments assigned to you. At this point, you will also be asked to give your consent for students to take part in this activity on the terms stated in this email together with any information regarding medical conditions that could affect their participation. If you are unable to use this facility, please email reception@reigate.ac.uk to discuss.

If you have any questions, please don't hesitate to contact the work experience team via workexperience@reigate.ac.uk

Yours sincerely,



Ellen Walkinshaw
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Sam Burnett
Work Experience Coordinator