November 2022

Dear Parent/Carer

**Year 12 Work Experience 17 – 20 July 2023**

Every year we encourage year 12 students to organise their own work experience placement in an area of work that is of interest to them, as part of our overall post-18 careers programme. All Year 12 students will be given advice and support on how to write a CV, where to source possible placements and how to approach employers directly to request a placement. This will take place during tutor time and Academic Mentoring.

As a school we have always placed great value in providing Year 12 students with an opportunity to complete a week of work experience at the end of Year 12. This has proven invaluable to students applying for university courses, and in all cases, it is essential to progress an application. It is also an excellent opportunity for those considering employment post sixth-form to gain work-based skills and valuable contacts in their field of interest.

It is the students’ responsibility to find their own work experience placement. This leads to a higher level of satisfaction for the student and the employer. This independent and proactive step will be appreciated by employers who will have the chance to meet the student long before the actual placement. The student will also have a much clearer idea of what is expected of them and how to make the most of this opportunity.

Attached to this letter are three forms:

• a Parental Consent Form

• an Employer’s Information Form

• an Employer’s Contract.

**The consent form needs to be returned by Monday 5th December**

A placement needs to be secured and the other two forms returned to me before the 30 March 2023. With a copy of the company’s Employer Liability Insurance Certificate. Once I have received the completed forms, I will carry out the necessary checks in order for your child/student to carry out their placement.

No health and safety visits will be made by the school. If the placement is deemed hazardous then the school will contact you for further information.

Should your child/student be experiencing difficulties finding some work experience they should see me in Careers Office for advice on how and where they might be able to look for something suitable, or look on our website at the virtual work experience opportunities available there. I would

recommend that if you have any useful contacts that you can call on to provide a placement, you use them; in our experience many of the best placements are found by personal contact.

**Points to note:**

• Students may not arrange a work placement abroad.

• The school is unable to pay travel costs for students to and from their work placement.

Yours faithfully



**Mrs D Hewitt**

**Careers Officer**

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