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Dear Parent/Carer,

20th September 2017

Work Experience 16th – 20th July 2018

Year 12 students will be participating in Work Experience from 16th – 20th July. It is regarded as an important element of Sixth Form life and is also highly valued by universities and employers often being used as a discussion point during an interview. The placement should involve both work experience and work shadowing and should not be seen as a repeat of the Year 10 placement. It is possible to 'shadow' highly skilled people including professional and managerial personnel. To maximise their experience, students should not seek a placement where they currently work or where a parent is employed. Please also avoid **sole traders** as they do not hold the correct insurance.

The 'Information for Parents/Carers' booklet contains important information which you should read when considering a suitable placement for your son/daughter. **Please note that all placements must be covered by both Public and Employers Liability Insurances.**

What do I need to do?

- Step 1 -** Once a placement has been secured, complete page 1 and the top section of page 2 on the 'Approval & Consent form' (pink coloured) and return to school. I will then forward the form to the employer with some relevant information.
- Step 2 -** When the employer has completed the form they will send it to your home address. (If students have not received their form back from the employer within a month then please contact them and request its return).
- Step 3 -** Please check that the Employer's section has been completed **BEFORE** you sign the final parts of Section 4. The Approval & Consent Form is an important document and it should then be returned to school for processing.

All placements will be vetted on Health and Safety issues by an authorised body. **Please note that some of these checks can take up to 3/6 months to complete. The deadline for the return of the Approval and Consent Form with Step 1 completed is Wednesday 20th December 2017.** Competition for placements will be fierce with many local schools out at the same time so please encourage your son/daughter to find and confirm a placement as soon as possible.

Please do not hesitate to contact me if you have any queries about work experience.

Yours sincerely

Mrs T J Boulton
Work Related Learning Administrator
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