

Dear Parent/Carer

Year 12 Work Experience Placement – 30th June to 4th July 2025

I am writing to provide you with details of Year 12 Work Experience, which is taking place 30th June – 4th July 2025. During this period, we ask all Year 12 students to complete some form of work experience, work shadowing or volunteering that will support their future career aspirations and demonstrate the all-important experience and enthusiasm that prospective employers and universities are looking for.

The objectives for this placement in Year 12 are:

- To allow students to understand how commerce and industry operate
- To help students to see the relevance of school subjects to the world of work
- To help students gain greater self-confidence and maturity
- To enable students to find placements that are related to their future career ambitions
- To highlight the application of their sixth form subjects to the work of work
- To allow students to prepare their personal statement for university applications/their CV for the workplace.

Relevant work experience is increasingly viewed as an essential part of any good application for higher education and the world of work. For candidates equally good on paper when applying for courses/jobs, it could well be the work experience which tips the balance in favour of one candidate over the other. This is the case more than ever, given the greater competition for places in higher education and for the job market.

It is important that the placement is linked to a future career aspiration and not simply an opportunity to work in a job that students may already hold on a part-time or weekend basis. At this stage in sixth form, it is perfectly acceptable for students to be unsure of what they want to do career wise in the future. Work experience is an opportunity for students to start reflecting on possible careers and researching options.

Students will be given support and advice during PD lessons, tutor time, and from various presentations, where they can research potential careers that are linked to their skills, interests and personality. There is also lots of useful information and guidance in their PD booklets to help them choose a placement and contact employers. Below are some useful websites to help students research potential careers.

- Careers advice - job profiles, information and resources | National Careers Service
- Success at School: Careers advice for schools and students
- Steps to Success | Student Ladder

If your child knows the area they wish to pursue, then it is advisable to try and find work experience as soon as possible. As previously stated, it is up to the student to organise work experience. Please note that you (and your child) must ensure that you are happy with the working conditions of the placement (especially health and safety). We would expect that organisations follow the guidelines set out for employers by the Health and Safety Executive <https://www.hse.gov.uk/>

Any student on a placement must be covered by the employer's own Employer Liability Insurance or Public Liability Insurance.

Employers with experience of providing work experience placements will have health and safety procedures and risk assessments in place. However, if you have any concerns about aspects of health and safety for the placement you or your child are arranging then they **MUST NOT** commence work experience there. Please find an alternative placement or seek guidance from the school. Below are some examples which may lead to health and safety concerns:

- Placements with heavy machinery
- Placements with animals
- Placements with extensive personal protective equipment requirements

On completion of their work experience students may ask the employer to produce a short testimonial, which they can give their tutor to support the reference-writing process for UCAS or a future employer.

Once your child has confirmed their placement, please can you complete the Microsoft form (link below) to provide details of the placement and confirm you give permission for your child to complete work experience there. The key information that the student needs to collect is outlined below. We would like all students to have completed this by the end of the February half term 2025 (21/02/25)

Work Experience key information

1. Name of company
2. Type of business
3. Full name of company contact
4. Description of job role (what you will be doing)
5. Contact email address
6. Contact phone number
7. Company address
8. Employer's liability insurance (state the name of the insurer, the policy number and the date of expiry)
9. Public liability insurance (state the name of the insurer, the policy number and the date of expiry)

<https://forms.office.com/e/C7iFIV8KR4>

If you have any questions, or your child would like more support in securing a placement, please do not hesitate to contact me.

Thank you in advance for your support in this process.

Your sincerely



Mr M Simpson
Deputy Head of Sixth Form