

20th March 2015

Dear Parents and Carers

Re: Work experience for Year 12 students

This year we are keen for students in Year 12 to undertake meaningful work experience in order to support them in their career choices and support their applications for university, apprenticeships or employment. Ideally a student will undertake work experience which is closely related to a career of interest but equally, if this proves difficult to arrange, students can gain a lot of transferable skills and glean a clearer picture of what they do and do not want from a job.

Wymondham Sixth would like all of our Year 12 students to undertake work experience before they return to Year 13. Whilst this should be organised directly by the student, Mrs Sharpe, the IACG Officer, is available to support students to find contacts and give additional advice if a student is struggling to find appropriate work experience. We also enclose the following documents to support the process:

- *Work experience outline for students*
- *Example of an application letter*
- *Students and parents work experience form*
- *Organisation work experience form*
- *Sample risk assessment for the organisation*
- *Student work experience log*

We strongly suggest that students organise their work experience for at least a one week period during the summer holidays. If this proves difficult and the dates can only be secured during the final weeks of term, please contact me or Mrs Preston to discuss the options and we will consider this on a case by case basis.

Some students have already undertaken work experience placements this year. If this has already been completed please fill in the form retrospectively and your son or daughter will be asked to write a summary of their experience so they can keep it for future use. Your son or daughter should discuss this personally with a member of the Sixth Form team in the coming weeks.

The safety of our students on placements is important; most employers have suitable insurance cover for students aged 16 and over but we will require placement contacts to complete the relevant form to ensure that appropriate cover is in place and the student will not be undertaking high risk activities.

In the first instance, please support your son or daughter to find a suitable placement and complete the *students and parents work experience form*, returning it to school by Friday 22nd May 2015.

Please contact Mrs Sharpe, Mrs Dinwoodie or Mrs Preston for any additional support or to answer questions.

Best regards

Victoria Dinwoodie

Director of Advanced Learning