

Dear Parents,

**Re: Sixth Form Work Experience**

Following a recent presentation to your son/daughter about work experience in Y12, I am writing to you so that you are aware of arrangements for your son/ daughter and to seek your help and encouragement in supporting him / her in securing a work experience placement.

The objectives for this placement in Y12 can be found below:

- 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 the career / university course they are considering and also to their AS / A2 subjects and, hopefully, increasing their motivation
- To allow them to prepare for their personal statement for their UCAS form for university applications / 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 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, nowadays, given the greater competition for places in Higher Education and for the job market. Indeed, more and more universities are offering work experience years as part of Higher Education courses and many graduates owe their jobs to such placements. Work Experience matters!

Students who plan to go into medicine, dentistry, teaching or veterinary science have already been advised to secure some form of regular work experience because of the importance given to this in university applications and interviews.

Of course, there are many other activities and experiences that a student can engage in to make him or her a more 'rounded' applicant e.g. extra-curricular activities, clubs, sports, volunteering, gap year plans - all very important strings to a student's bow. However, the school **strongly recommends** that Y12 students engage in some sort of career-related or course-related work experience. To allow students time to do this and as a reward for their commitment to this, please note that the start of the summer holiday for Y12 will be a week earlier than the remainder of the school, i.e. Y12 studies will end on **Friday July 10<sup>th</sup> July 2020**. There is still a good degree of flexibility with this – if this week is not possible for an employer or student, work experience can be completed during the summer holiday. It is important that it is completed before the start of the very busy Autumn term in Y13.

Students are encouraged to find their own placements and the school will give them guidance as to how to do so. Indeed, they have had an assembly devoted to both the importance and the practicalities of organizing work experience. The Powerpoint for this assembly is available on the school website – Sixth Form / Work Experience.

There are various sources of help:

- Personal contacts - family / friends / neighbours / teachers
- Yellow Pages ([www.yell.com](http://www.yell.com)). This has a search facility by area to narrow the categories of employers.

- Be prepared to make numerous phone calls.
- Placements need not be home-based if you can arrange accommodation in another part of the country

A sample letter is also available in the work experience section of the school website (click on Sixth Form / Work Experience) which can be downloaded and used as a template. Expect to send several letters as demand can be very high.

### **REMEMBER - Be pro-active, it will be worth it!**

Your son / daughter may have a very clear / vague or no idea at all of the area of further study / work they may wish to go into so this will affect what – and when - they apply for work experience. Either way, we hope that they will apply for a placement as early as possible and we would ask for your support and encouragement with this. If you know the area you wish to pursue, then our advice is 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 son / daughter) must ensure that you are happy with the working conditions of the placement (especially Health and Safety). Employers used to accommodating work experience students will have health and safety procedures in place. However, if you are in any doubt about a particular placement you or your son / daughter are arranging then your son / daughter **MUST NOT commence work experience there. Please find an alternative placement.**

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

Yours sincerely,

Jackie Johnson