

OAKS PARK SIXTH FORM

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Headteacher: Ms J Hamill, BSC (Hons)

Tel/Fax: 020 8590 3782



Learning Together, Achieving Together

Re: Sixth Form Work Experience – 2017-18

Dear Parent/carer of

During the week commencing 16th July we are offering students the opportunity to take part in Work Experience. We would like to encourage students to self-canvas a placement of their own and enclose herewith a self-canvas form.

Work Experience helps prepare students for the transition from School to the workplace and enables them to gain a wider understanding of the industrial and commercial world. As a result of this experience, students have the opportunity to develop interpersonal and social skills. Many also increase their self-confidence and independence and develop an awareness of their own potential. As a working environment cannot be replicated in the classroom this opportunity, we feel, provides the students with a very valuable experience.

If your son/daughter is considering going on to University following Sixth Form, many Universities now stipulate that Students must have engaged in Work Experience which is relevant to their chosen career path and some may not even interview if there is no evidence of work experience.

Students must complete the attached self canvas form to under take their work experience. If this is not completed they will not have permission from the school to complete their work experience and should attend school instead. We will groupcall parents to let you know if your son/daughter has secured a placement and completed the relevant paperwork. This paperwork is to ensure their safety and therefore it is vital they get it completed.

If your son/daughter chooses not to partake in Work Experience, we will have a special careers focused week with employee workshops and mock interviews at school and we will expect them to attend School as normal.

Kind regards,

Ms Caluda
Assistant Headteacher



Dear student,

This form must be completed when securing your work experience placement. Please make sure all sections are completed and that you have **all three signatures** before handing your form into your form tutor.

Learner Name: _____

Placement Date from: _____ To: _____ Proposed No of contact days in total _____

MESSAGE TO EMPLOYER

Dear Employer,

This form has been given to you following your agreement to a work experience placement. Please complete the Company details and Job description sections of the form and then sign the Employer section on the reverse of the form that you carry **Employer's Liability Insurance**. This form should then be returned to the school directly using the details above (please address to Ms P Sumray) or to the student to return to school. Thank you for supporting the work experience programme.

Placement Details (To be completed by Employer/Student)

Name of employer or organisation:	Contact Name and Position:
Address:	Employers Liability Insurance (Name of Insurer):
Postcode:	Policy No:
Telephone No (inc. area code):	Expiry Date:
	E-mail address:
Dates confirmed: From _____ To _____	
Brief details of the type of work experience placement:	
Would you consider offering work experience placements in the future? Yes/No	

Signatures

Student

As the **student** named overleaf, I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during this work period. I also agree to observe all safety and security regulations in accordance with Company policy.

Name _____ Signed _____ Date _____

Parent

As the **parent/carer** of the student named, I confirm that I agree to the placement and I am satisfied that it is a suitable environment in which the student may undertake their work experience.

Name _____ Signed _____ Date _____

Employer

As a representative of the above **Employer**, I confirm that the student has a placement with the company on the dates specified, that as a company we have **Employer's Liability Insurance** and I have checked that this extends to students on work experience - this is a minimum requirement and that placement cannot go ahead if not in place (if possible, please supply a copy).

Name _____ Position _____

Signed _____ Date _____