13 October 2016

Dear Parent/Carer

**Year 12 Work Experience: Monday 3 – Friday 14 July 2017**

In preparation for their UCAS applications and future career paths, at the end of Year 12 students are provided with the chance to gain some valuable work experience in their preferred vocation area or chosen career. This important opportunity will not only provide students with some specialised experience that will support their personal statements, but also provide Mr Cook with information to include in any UCAS references that he will write for your child when they participate in the highly competitive Higher Education admissions process.

Please find below some information, including an outline of the process and key dates, to enable you to support your child in finding some appropriate work experience.

* Please note it is the student’s responsibility to find their own work placement for the duration of the two week period, Monday 3 – Friday 14 July 2017 (i.e. 10 working days) with hours between 9:00am – 5:00pm.
* Students should start the process of finding a placement immediately as the deadline is **Monday 6 February 2017.**
* In order to find a work placement, students (or parents/carers) must contact an employer in writing, by telephone or through a personal contact (e.g. family or friend).
* Once the placement has been agreed, the company representative must complete the attached Work Experience Form which confirms some basic information about the organisation (i.e. the company name, contact details, a contact name, type of work etc). The student must return the completed form to Mr Power by Monday 6 February 2017. This paperwork is essential when checking the placement is insured to take a student, the environment is safe and suitable and most importantly, that Employer Liability Cover is in place.
* Please note Mr Power is unable to ring or write to an employer asking for a placement on behalf of a student. His role is to undertake the confirmation and administration work once the student (or parent/carer) has secured the placement and completed, signed and returned the Work Experience Form.

If your child finds this process challenging, please help them to find a worthwhile work placement. Students who leave this to the last minute run the risk of having to accept a poor vocational substitute.

To indicate your understanding of the work experience placement process, please complete and return the reply slip to the Sixth Form Administrator by Thursday 20 October 2016.

Thank you for your continued support.

Yours faithfully

Mr P Power Mr P Cook

Careers Co-ordinator Head of Sixth Form

e: ppower@sjc.ac e: pcook@sjc.ac

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**Year 12 Work Experience: Monday 3 – Friday 14 July 2017**

Please complete and return to the Sixth Form Administrator by Thursday 20 October 2016.

I confirm that I have read and understood the process involved in securing a work experience placement for my child.

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| **Name of Student** |  | **Form** |  |

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| --- | --- | --- | --- |
| **Name (Parent / Carer)** |  | | |
| **Signed (Parent / Carer)** |  | **Date** |  |