



Tudor Grange Academy Redditch

Dear Parents/Carers

Work Experience for Year 12 students

I am writing to remind you that students in year 12 have work experience in the week beginning July 1st.

The main objectives of work experience for Y12 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 the career / university course that they are considering, hopefully increasing their motivation to succeed in their A Levels
- To allow them to prepare their personal statement for their university UCAS application / CV for the workplace
- Possibility of leading to future employment at the placement

Relevant work experience is increasingly viewed as an essential part of any good application for Higher Education and the world of work. For candidates being equally good on paper when applying for courses or 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 in the current climate of greater competition for places in Higher Education or the job market.

Students, with the help of parents / carers are encouraged to find their own placements. Please use the booklets as guidance (these are available on our website) <https://www.redditch.tgacademy.org.uk/sixth-form/>. When enquiring with organisations, you must ensure the company has Public Liability Insurance (please obtain a Reference Number and Expiry Date from the Certificate of Insurance) and is adequately covered to take on a Year 12 student in relation to current Health and Safety requirements on the designated premises.

If you require any further information and advice then parents / carers can obtain this information at www.hse.gov.uk/youngpeople/workexperience/index.htm. We will require the company's information (page 13 in the guidance booklet). Students are encouraged to draw up a shortlist of companies and contact them as soon as possible to obtain a decision.

Important tasks / dates:

- A shortlist of companies and contact made with them **as soon as is convenient**
- Agreed a placement with a company by **Friday 29th March**
- We will need written confirmation with appropriate paperwork (page 13 of booklet) from the company that confirms the placement.



- Students will be required to call the company two weeks before placement to confirm arrangements by **Monday 18th June.**

On the 23rd January, all Year 12 students had a presentation in assembly devoted to both the importance and the practicalities of organising work experience. They will receive guidance and support throughout the whole process by their form tutors and the sixth form team.

Please return the Work Experience Consent Form (page 12) to Form Tutors as soon as possible. Should you have any queries, please feel free to contact me on 01527 523088 or bhampton@redditch.tgacademy.org.uk.

Yours faithfully,



Mr B Hampton
Head of Sixth Form





WORK EXPERIENCE PARENTAL CONSENT FORM

Full name of student..... Form

As Parent/Guardian of the student named above, I can confirm that I have read through the handbook along with my son/daughter and we understand the conditions set out. I can confirm that:

- My son/daughter will be taking part in the scheme and will observe all the conditions lay down by the school and the business organisation providing the placement particularly with regard to safety and security.
- I will prepare my son/daughter for travel to and from the placement and understand that it is advisable to take out personal accident insurance for him/her to cover their travel to and from their placement.
- My son/daughter understands that any information that he/she is exposed to when on placement will be treated as confidential
- My son/daughter understands that whilst on a work placement he/she is representing the school and will behave appropriately.
- My son/daughter will telephone both the Employer and the School if he/she is absent due to sickness/Doctor/Dentist/Hospital appointments etc. **NB If either the employer or the School is not informed of any non-attendance whatsoever this will be recorded as 'unauthorised absence'.**

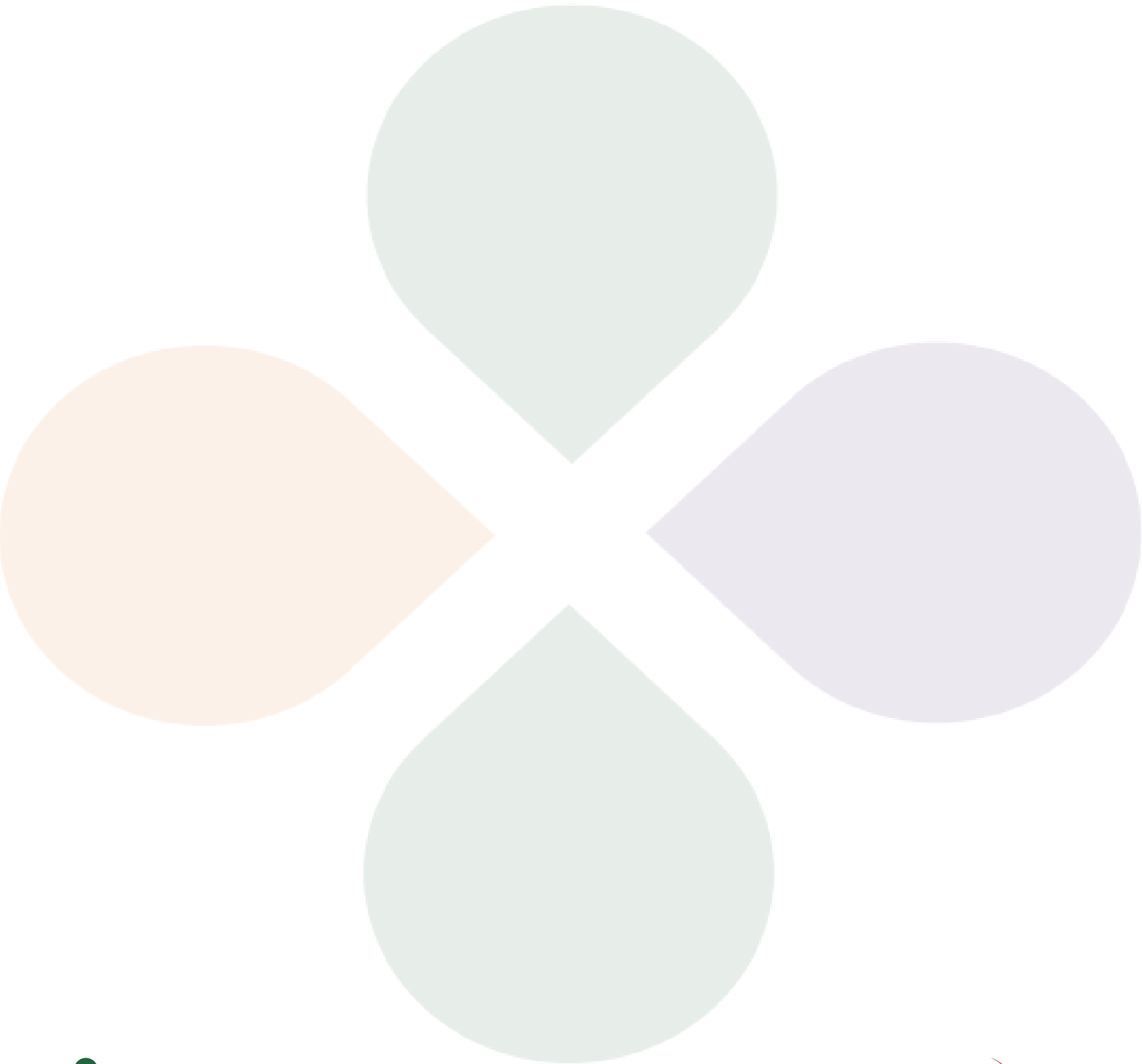
Please indicate below any known medical condition that your son/daughter has including allergies that an employer may need to know for health and safety reasons.

.....
.....

Signature Parent/Guardian

Signature..... Student





2018/19 Work Experience Employer Details Form

Student Name	
Address	
Date of Birth	
Tutor Group	
Parents day time contact number	
Specific issues the employer should be aware of	

PLACEMENT DETAILS

Company Name	
Company Address	
Contact	
Tel: No.	
Email Address	
Type of Placement	

COMPANY INSURANCE DETAILS

Employer Liability Insurance (please include insurance company , policy number and renewal date) <i>Please attach copies of your certificate</i>	
Public Liability Insurance (please include insurance company name, policy number and renewal date) <i>Please attach copies of your certificate</i>	
Company Director's Signature	
TGAR Signature	

Note: Please ensure your insurance covers under 18's.



2018/19 STATEMENT OF RISK ASSESSMENT AND CONTROL MEASURES

Name of Student	Company Name
Tutor Group	Company Address
	Contact:

DATES OF WORK EXPERIENCE: FROM TO

Type of work on placement to be undertaken by student:

Risks to be aware of:

Measures to be taken to minimise these risks:

***Recent changes to statutory guidance mean that there are additional safeguarding checks required for adults who are unsupervised for a period of more than 3 days with children whilst they are on work experience.
Please sign below to confirm that there will not be anyone who will be 'unsupervised' (i.e on their own) with the student for more than three days.**

Employer Name (Please print):

Employer Signature:..... Date.....

Student: Date.....

Parent: Date.....

TGAR: Date.....

