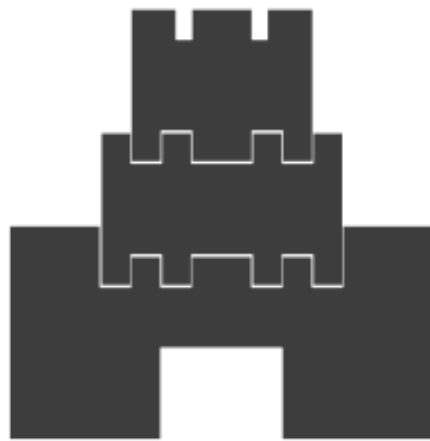


# **Launceston College**



## **Work Related Learning Week**

**1<sup>st</sup> July – 5<sup>th</sup> July  
2019**

## Launceston College Work Related Learning Week

1st July – 5<sup>th</sup> July 2019

This year we are offering additional opportunities, through Work Related Learning, for our Year 10's instead of just offering work experience. Students can choose from four options.

1. Students could complete a week of 'employability skills' experiences; in some cases gaining a certificate. These experiences each have a cost as detailed on the following page.
2. Students can choose to carry out work experience, with an outside company, in a career area that they are interested in.
3. Or they can choose a College leadership opportunity helping out with the younger students taking part in active learning week within the College or within College departments. There are 30 places available for this and there is no charge. **Students will be expected to find their own placement within the school by asking relevant teachers.**

We would like students to look at the options with their parents and fill in the form at the back of this booklet selecting their choices for the week. Then hand it in together with a deposit to the IAG and Work Related Department.

## Options Explained

### Option 1

**Work Related Learning Week to gain the following certificates or experiences:**

**Deposit £10 for the whole week.**

#### **First Aid – cost £30**

A certificated Level 2 award in Emergency First Aid run by Westcountry Training Solutions. This will be taught in school and assessed at the end of the day. This programme will be quite intense to enable the students to finish the course.

#### **The Lifeguard Experience (12 places available) - cost £11.00**

A day at Launceston Leisure Centre where students will take part in lifeguarding, first aid, sports hall duties, reception duties and get an understanding of how a leisure centre operates from all aspects.

#### **Young Driver Day (14 places available) - cost £13.00**

Small groups of students will work with Launceston School of Motoring on the school site, undertaking driving theory and practical driving experiences.

#### **Life Skills / Work Skills – Free**

Volunteers from Local companies will run workshops to get students 'Work Ready' these will include Personal Impact and Networking Skills, the workshops are designed to really focusing on how to get the job above all others.

#### **Armed Forces Day – cost Free**

Everything a student needs to know about the Armed Forces, spend the day doing exciting, challenging and adventurous activities.

|                          |           |
|--------------------------|-----------|
| First Aid                | Monday    |
| Lifeguarding Day         | Tuesday   |
| Young Driver             | Wednesday |
| Life Skills /Work Skills | Thursday  |
| Army Team Building       | Friday    |

\*\*\*Prices may be subject to change

## **Option 2**

### **Work Experience**

#### **Cost TBC**

Traditional work experience where the student approaches an employer by telephone or letter and secures a week's work experience with the company anywhere in the country. Students then inform us and collect the insurance forms which are completed by parents and employers, returned to us and to be processed.

**All employers must have public liability and employer's liability insurance** in order to take a student for work experience. Students will receive a visit from a teacher, an employer's report and a certificate to put in their Records of Achievement.

We do realise that sometimes work experience placements can be hard to find and although we do like students to source placements for themselves, we are here to help in any way we can.

#### **Deadline for Work Experience Placements;**

- 3<sup>rd</sup> December- Deposit and booking form to be returned to the careers office.
- 8<sup>th</sup> February – Letters written to employers
- 3<sup>rd</sup> June – All paperwork to be completed and handed in with any outstanding money.

**Please note students can, if they wish, choose work experience and take one day out (as long as agreed with the employer) to come into school to do a particular employability skill. For example if they really wanted to do the lifeguard experience as well as being on work experience they could choose a day in school to do that and the rest of the week on work experience. However they would have to pay for a full week of work experience and the lifeguard experience. You must indicate this on your form.**

- **Additional paperwork is needed to be completed for all students wanting to go on work experience, please see Mrs Acaster in the IAG and Work Related Learning Department.**

### **Option 3**

#### **College Leadership Opportunity – Cost Free**

This is an opportunity to help Key Stage 3 with activities that are going on in school for Active Learning Week, or in College departments to undertake work experience opportunities like the science technicians or resources for example.

Any student participating in the College summer production must choose this option.

Students will receive a College certificate to put in their Records of Achievement.

Opportunities will include;

- Sports
  - Catering
  - Science Workshop
  - Admin
  - IT
  - Drama
  - College Production
- 
- **For more information please see Mrs Acaster in the IAG and Work Related Learning Department.**

## How to apply for the Work Related Learning week

During the week commencing 19<sup>th</sup> November 2018, students will be given a copy of the WRL booklet. A copy will also be available to view on the College website.

- Read all the information carefully with your parents/carers.
- Remove the booking form on the back of this booklet.
- Fill in your name, tutor and house head.
- Clearly fill in your choices (if you are doing work experience all week write W/E in every box).
- Make sure it is signed by your parents/carers at the bottom.

When you have completed the form with the help of your parents/carers, you must return the booking form with the deposit to the box marked WRL Week situated in the IAG and Work Related Learning Department (upstairs near the Finance Department).

**DO NOT HAND the booking form/deposit to your Tutor, House Head or the Finance Office** as places are allocated on a 1<sup>st</sup> come 1<sup>st</sup> served basis on forms received by the Work Related Learning coordinator.

A receipt will be issued for all deposits by Mrs Acaster.

### Payment

A banking system will be open to enable parents and students to pay in instalments. We hope this will make the difficulty of paying a little easier. We would also recommend parents use Parent Pay this is a quick and easy way of making payments. Parent Pay cannot be used to make the deposit payments, as this needs to be sent in with the booking form.

Once places have been confirmed Mrs Acaster will contact parents/ carers regarding payments.

## Booking Form and Deposit

When filling the form please follow these instructions.

- If you are doing work experience for the whole week, please state this on the form.
- A £10 deposit is needed for all students taking part in paid activities. The balance can then be paid in instalments throughout the year.
- Make sure you have filled in the form correctly.
- Make sure it is signed at the bottom by your parents/ carers.

**The point of this booking form is to show us your intentions for this week, we do not expect a placement to be set in stone by this date but would however like the initial planning to have taken place, for example; letters to employers written and posted.**

**A deposit does not need to be paid if the student is intending to do the leadership option.**

Name .....Tutor Group .....House.....

|           |  |
|-----------|--|
| Monday    |  |
| Tuesday   |  |
| Wednesday |  |
| Thursday  |  |
| Friday    |  |

Parent/ Carer Signature:.....

Amount of deposit enclosed with booking form: £..... (cash/cheque) (delete as appropriate)

**Please return this form and deposit to the box marked 'Work Related Learning' situated in the IAG and Work Related Learning office, by the 3<sup>rd</sup> December 2018.**