



**Launceston College**

*An Academy Trust*

# Work Experience Week

4<sup>th</sup> – 8<sup>th</sup> July 2022



# Work Experience

- Hands on experience at a job of their choice
- Chance to find out if they really like the work area they have chosen
- Their first real opportunity at a job/career area that they are interested in
- Opportunity to make contacts for part-time work or future employment
- To help identify skills used in the work place
- To help equate school work with the work environment



# Where can students do a Work Experience Placement?

- Launceston and local area
- Devon
- London

❖ ***In Fact anywhere  
in the UK***

- **providing you agree and arrangements for accommodation and travel have been put in place**



# What is in the students folder

- A work experience Approval & Consent Form (Lilac)
- Key dates and deadlines.
- Contact details for relevant staff.
- Placement Information sheet.
- An envelope containing information for employers.



# What to do next

- Read all the information carefully with your child.
- Complete section 1 of the Lilac Approval & Consent form.
- Keep the folder safe until a placement has been found.
- Once a placement has been found the Lilac Approval & Consent form can be sent to the Employer in the envelope provided.



# Important Information

- Employers will need to have Public Liability Insurance and Employers Liability Insurance for the placement to be approved by the College.
- Placements can only start when the paperwork has been completed and returned to Mrs Acaster and it has been approved.



# Key Dates and Deadlines

- **19<sup>th</sup> Oct** – Introduction to Work Experience assembly and folders handed out
- **21<sup>st</sup> Oct**–Parents information evening
- **17<sup>th</sup> Dec** – Letters/emails written and sent
- **18<sup>th</sup> Feb** – Placement secured and paperwork taken to employers
- **27<sup>th</sup> May** – All paperwork completed and returned to the Careers Office
- Work Experience Week **4<sup>th</sup> July – 8<sup>th</sup> July 2022**