

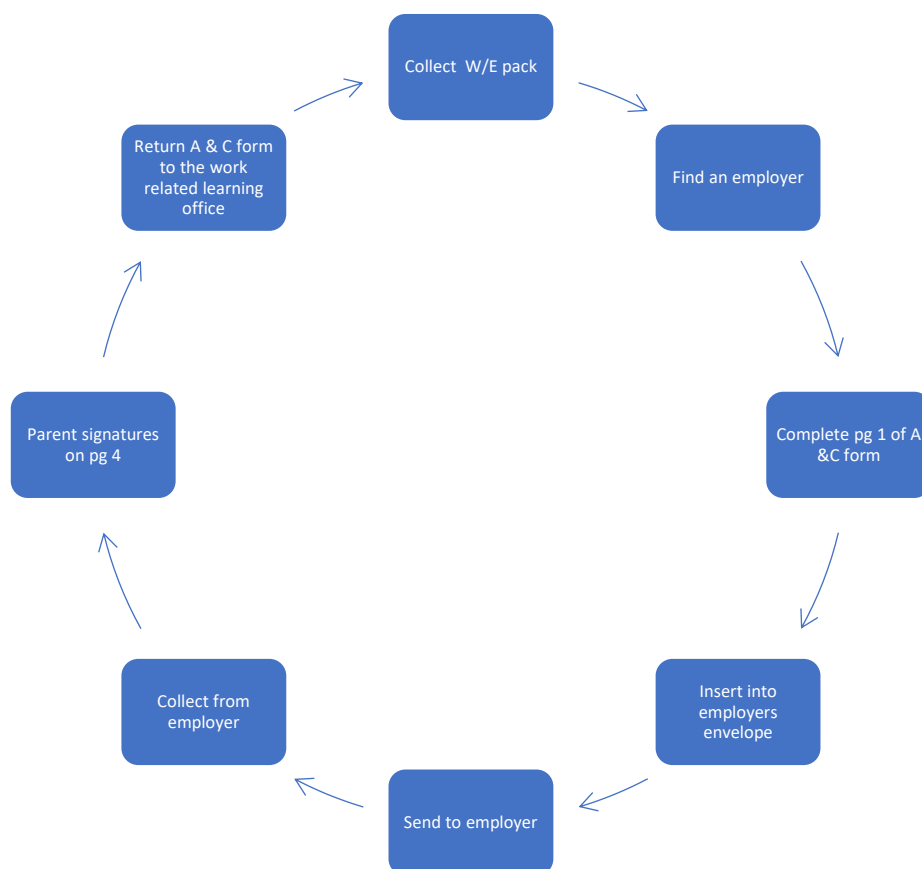
Work Experience Information Pack for Parent/Carers and Employers

What you will find.

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

What to do next.

- Look through all the information provided and complete the planning sheet.
- Write, phone or visit potential employers.
- When an employer has been found, parents need to complete page 1 of the Lilac approval & consent form.
- Insert the Lilac A & C form into the employer's envelope (the employer will need to fill in pages 2 – 3 of the approval & consent form) This will then need to be returned to the parent/carer for signatures on page 4 before being handed back to the Work-Related Learning Office for processing.
- Hand in the placement Information/placement request form to the Work-Related Learning Office.



Sample Letter to Employer

Your house number/name
Your street
Town
Cornwall
Your postcode

Date you send letter

*Name and address of the
Organisation you are writing to.
If you know the name of the
Person you are writing to,
Include this.*

Dear Sir/Madam, *(or the name of the person you are writing to)*

I am a year ten student at (name of your school) . During the week commencing (put in the day and date you will start) I will be taking part in a week of work experience in order to provide me with an awareness of full-time employment.

My reason for writing to you is that I am very interested in spending this week with (insert name of organisation). My reasons for this choice are that (think carefully why you want this placement? ... Is it an area of interest to you, is it something you feel you be talented at, or is it just a job you think you are interested in and would like to find out more about? You could also add how working for this organisation would benefit you.)

My hobbies and interests include... *(try to be specific here...don't just say 'reading' or 'hanging around with friends'. Be specific, try to think about interests which might suit you to this job, for example if it involves meeting people you could emphasise your interpersonal skills.)*

If you are able to offer a work experience placement I would be very grateful. I feel sure that time spent with (insert name of organisation) would be extremely beneficial.

I look forward to hearing from you.

Yours *(sincerely if you are writing to a named person, faithfully if you are addressing your letter 'Dear Sir/Madam,)*

Your name

GENERAL POINTS

- ❖ You don't have to word process your letter...some employers actually like to see your handwriting as it can reflect on you as a person. If you do hand write your letter, obviously make it presentable.
- ❖ Use either 'letter' size or A4 size paper for your letter, not the centre pages from your jotter or ring binder paper.
- ❖ Discuss what you want to do with your parents. You don't necessarily have to go for a job which is what you want to do...it may just be an area of interest to you.
- ❖ Don't hang about. Places are allocated on a first come first served basis.

Contact details

Launceston College – Hurdon Road

Launceston,

PL15 9JR

01566 772468

Mr M Adams - Assistant Principal

Mrs Dawn Acaster – Work Related Learning Co-ordinator

dawn@launcestoncollege.org.uk

Things Students cannot do

Certain situations are not allowed for work experience for students under a certain age.

Year 10 & 11 Students cannot work:

- In any gambling context
- In a nightclub
- Behind a bar
- In a travelling fairground or circus

There are also restrictions on the types of activity students cannot do on work experience.

No student can:

- Work above two metres fall height i.e. 2 metres above ground level outdoors or floor level indoors
- Work with toxic substances
- Be exposed to radiation
- Use power driven tools and machinery
- Work in excessive noise, heat or cold
- Work in confined spaces: mines, chimneys, storage tanks, tunnels, basements etc
- Drive tractors, quad bikes, earth moving machines etc

Work Experience Planning Sheet

Name	Tutor	Work Experience Date
Preferred Area of Work e.g. Design, ICT, working with children, agriculture, engineering, etc	Alternatives	
Plan of Action	When	
Who shall I ask? (e.g. parents, tutors, Head of House, Careers Coordinator, etc)		
Where can I look for information? (internet, database, press, etc)		
How shall I approach the organisation? (letter, phone, visit)		
Possible organisations to approach		
Date letter sent	Reply Received (Yes/No)	
If YES collect employer pack from Work Related Learning Office	If NO you must try again by applying to other organisations	

Placement Information

Once a placement has been found please complete the details below and return to the Work-Related Learning Office.

Student Name.....Tutor..... House.....

Name and address of employer
.....
.....

Type of employment.....
.....

Lilac approval & consent form sent to employer? Yes / No

Date sent to employer

Please detach and return to the Careers office

Placement Idea Request Form

Student Name.....Tutor..... House.....

My child has not yet found a placement but is interested in...
.....

And would like some placement ideas.

We have already tried.....

Please complete and return to Mrs Acaster in the Careers Office

Key Dates and Deadlines

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