March 2024

Dear Parent / Carer,

**Work Experience: Thursday 27th June – Monday 1st July**

At Cowley Sixth Form College, we believe that giving our students the opportunity to experience the world of work is extremely valuable. For many students, it reinforces their career aspirations while for others, it can be a turning point in their realisation of what they need to achieve in school to give themselves the best career options.

Your daughter/son has the opportunity to take part in work experience. Students will find this useful to be able to use their employer as a reference when applying for college courses, apprenticeships or jobs. As a college, we have followed all Health & Safety Executive (HSE) advice when planning this offer.

**Finding a Placement**

The vast majority of students find a self-placement by approaching a company directly; this could be through family or friends. The employer must then be checked for Health & Safety, Insurance Cover and the suitability of the activities planned for them. This procedure can be very time consuming, and you will appreciate the importance of keeping to the deadline set for returning the paperwork to school. Late forms may result in a student being unable to undertake a placement.

To self-place your child, you will need to ask the placement/employer to complete the work experience employer pack and then hand in the paper copy signed and dated to college. All information, including employer liability insurance details, MUST be completed for this placement to take place. You must also complete the work experience student pack and hand to the employer before you start the placement.

**Choosing an appropriate Placement**

In choosing placements, students need to be mindful of possible health problems in some environments and if they have any allergies. They must also make sure they can travel to and from the workplace for the time specified by the employer, also taking into account the cost of transport as well as the location of the workplace. They must also check what clothing is needed and whether it will be provided by the employer or if you will provide your own.

**What if my daughter/son cannot find a placement**

It is the students’ responsibility to find a placement. It may be difficult, but work experience is extremely important and we know the benefits of this for the students going forward.

Please ensure that you complete the work experience employer pack provided and return the paper copy to the Sixth Form reception by Friday 24th May.

Please discuss the suitability of the placement your daughter/son has made with them before you complete the forms and return them to college.

**Key dates and deadlines**

If your daughter/son would like to take part in work experience, the relevant paperwork will need to be completed and returned in line with all deadlines below:

**Deadline for completion of paperwork:** **Friday 24th May**

**Start of work experience placement: Thursday 27th June**

If you have any questions, then please contact the college or email [enquiries@cowleysthelens.org.uk](mailto:enquiries@cowleysthelens.org.uk).

Thank you for your support.

D Watkins R Mason

Mr D Watkins Mr R Mason

Assistant Principal Work Related Learning Mentor