

Tiverton High School



Headteacher: **Sammy Crook B.A. (Hons)**
Deputy Headteacher: **Simon Tong B.Ed (Hons)**

October 2016

Dear Parent / Carer

Work Experience 2016/17

<http://devon.learnaboutwork.org/log-in-student.asp>

Arrangements are being made to enable your son/daughter to participate in the school's Work Experience Scheme during the week **17th to 21st July 2017.**

The aim of work experience is to provide students with an insight into the world of work and apply their employability skills developed over Year 10.

Work experience is a valuable part of our careers education curriculum and students will be expected to keep an accurate diary during their placement; indeed the employers will provide an assessment report at the end of the placement, and often can be called upon to provide a reference for College, University or future employment.

Although as a school we will support students in identifying a suitable work placement, it is the student who must take the initiative and proactively seek a placement and approach the employer via letter, email or face-to-face contact. Students can use the above website and log in to gain an insight into previous placements, and can also request a 1:1 from Miss Marshall to support them in accessing an aspirant placement and contact an employer should they need it.

Ultimately this placement should reflect their progression pathway, and give them an insight into an industry sector or career they may wish to move into when they enter the world of work. Indeed University admission teams and employers will be seeking students who have had meaningful placements linked to their future aspirations.

Completion of the relevant work experience application form signed by you and the employer needs to be handed in to Miss Marshall's office once a placement has been agreed. This will generate the necessary health and safety checks.

The Devon Education Business Partnership checks all placements for Health and Safety. Any organisation without the necessary **Employers and Public Liability insurances** will be turned down; this is for the safety of your son/daughter so this is not open to negotiation. This means that people who work on their own or very small organisations are unlikely to be suitable for work experience placements. In some cases this may be subject to an additional charge, which you may be liable for.

The deadline for submission of the attached forms is **Friday 10th February 2017.**

If you have any concerns please feel free to contact Miss Marshall or myself.

Yours faithfully

Tom Williams
Assistant Head Teacher
Aspirations

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