2nd January 2024

Dear Parents/ Carers

Work Experience (15th – 19th July 2024)

At USH we know that work experience provides an invaluable insight into life after school and informs future choices.

The experience will help with:

**Decision making**: students experience what a job or workplace is like, this will help with post 16/career planning.

**Self Confidence**: working with other people and completing tasks helps to build confidence.

**Looks Good**: on college application forms/UCAS applications/CV

**New Skills**: working with other people in the workplace helps to build the skills employers like to see on a CV

**Networking**: an opportunity to meet people, possibly attend meetings/events and make contacts that could provide a reference or assistance in the future.

**Interviews**: employers like to hear about work experience

Last year’s feedback from students and employers was very positive with regard to the employability skills and confidence gained. In the past a number of students have secured part-time jobs/apprenticeships from taking part in work experience.

Students, with parental and school support, are expected to find their own work placement. It may be beneficial to discuss any career plans your child may have to help identify placements of interest. Some placements are more difficult than others to secure, therefore, it is essential to identify and contact a placement as soon as possible.

Once a placement has been identified, the details need to be recorded on the attached ‘Placement Form’. Please return the completed form to school by Monday, 15th April.

If you have any queries please do not hesitate to contact your child’s tutor or myself.

Yours sincerely

Carey Anderson

Careers Lead/Work Experience Co-ordinator

carey.anderson@ushschool.org

**Upper Shirley High**

**Work Experience –15th – 19th July 2024**

***Student Name*** *………………………………………………………………………………………………****Tutor Group ………………..***

I agree to participate in the USH work experience scheme. I will not disclose any information confidential to the employer, which I obtain during this period of work experience. I will obey all safety, security and other instructions given by the employer

Signed: …………………………………………………………………………………………………………….

***Parental Consent***

As a parent/carer of the above learner, I confirm that I have read the placement title and I am willing for her/him to participate in work experience with the employer for the agreed period of time. I also confirm that she/he is medically fit to undertake the placement

Signed …………………………………………………………………………………………………….

***Employer Details***

Company Name ………………………………………………………………………………………………………………………………………………………………………….

Address …………………………………………………………………………………………………..Post code …..…………………………………

Contact Name …………………………………………………………………………………………Tel no …………………………………………….

Mobile No …………………………………………………………………………………………….. E-mail …………………………………………….

Placement title ……………………………………………………………………………………………………………………………………………….

Dress Code ……………………………………………………………………………………………. Hours of Work ………………………………..

As a representative of the above employer I agree to the learner named above working on my premises and acknowledge my responsibilities under the Health and Safety Work Act. The learner’s age and inexperience will be taken into account when agreeing tasks, and I understand that the student must not undertake prohibited activities

I also confirm that:-

I have Employer’s Liability Insurance Yes/No

I will agree to a health and safety check and young person risk assessment, and produce the appropriate paperwork

Signed ………………………………………………………………………… Name (print) ……………………………………………………

Date ……………………………………………………………………………