



WESTON FAVELL ACADEMY

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Year 12 Experience of Work to develop a Sixth Form 'Portfolio of Experiences': July 2023

Dear Parent/Carer,

I am writing to share details of the week, in Term 6, **Monday 10th July until Friday 14th July** when all Year 12 students will be out of school gaining experiences of work designed to support the development of their Sixth Form 'Portfolio of Experiences'. Early in Year 13, students will be making future university or apprenticeship applications and therefore all broadening experiences are of value. The purpose of this week is to provide a realistic and relevant insights into the world of work while also providing valuable experiences for personal statements and CVs. In seeking a placement, students should consider carefully their future career ambitions: universities and employers increasingly require applicants to have built up a portfolio of experiences which is relevant to their chosen course or career aim. To support careers research, students have been using a range of bespoke IT programmes and platforms such as UNIFROG and UCAS during Seminar time and can equally continue do so at home.

In order to further develop soft skills such as communication, initiative taking and independence, students, hopefully in consultation with parents/carers, will take responsibility for arranging a suitable week's experience which can be a week's placement, or series of work shadowing opportunities. However students have been putting together a range of ideas including university visits and virtual online experiences. I hope your son/daughter have been sharing these ideas.

The deadline for your son/daughter to have their plan finalised is Friday 16th June students will then discuss and formalise this with their enrichment tutor. It is very difficult to organise a placement at the last minute and therefore it is imperative that the necessary arrangements, start now, well in advance.

Once an employer has confirmed they are able to offer a placement to your son/daughter, that employer should be asked to complete the Work Experience Employers Information Form (enclosed). It is very important that Public Liability & Employers Liability insurance policy numbers are ascertained as we cannot allow the work experience to proceed without this information. The form will be available from their tutor then returned to me, along with the completed Medical Information and Consent Form.

Placements should not be with employers for whom the student already works, unless, shadowing at a managerial or professional level. Students will be expected to behave and dress in an appropriate professional manner and make their own transport and lunch arrangements.

We look forward to working with you to ensure that Year 12 students have truly beneficial experiences and thank you in advance for your support.

Yours sincerely

Mrs B Whelan

Sixth Form Student Manager