



WESTON FAVELL ACADEMY

Principal: Lorna Leventhal

Booth Lane South
Weston Favell
Northampton NN3 3EZ

Tel: 01604 402121

Fax: 01604 400361

email: admin@westonfavellacademy.org

Year 12 Experience of Work to develop a Sixth Form 'Portfolio of Experiences': July 2019

Dear Parent/Carer,

I am writing to share details of the week, in Term 6, **Monday 1st July until Friday 5th 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, in recent weeks students have been using a range of bespoke IT programmes and platforms such as KUDOS and UCAS during Form time, and can equally 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 experience of work such as a week's placement, or series of work shadowing opportunities. If your son/daughter experiences difficulty in sourcing a placement, they can contact me, Mrs R Fosbrook, the school's work experience co-ordinator. A database of contacts has been built up from previous years and I may be able to put your son/daughter in touch with a prospective employer, or give further advice and suggestions.

The deadline for your son/daughter to have a placement in place is **Monday 13 May 2019, before major external exams start**. 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 **Employment Details 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 should then be returned to your son/daughter's Form Tutor, along with the completed Parent 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. Finally, we expect all students to have returned their completed paperwork to their Form Tutor by **Monday 13 May 2019**. Should you require any further information, please do not hesitate to contact me.

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 R Fosbrook

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Work Experience Co-Ordinator