



Our ref: MW/JMW

19th November 2018

Dear Parents/Carers,

Re: Work Experience July 2019 – KS5

As part of your Post 16 study programme students are required to undertake a week long work experience placement. Work experience is a vital part of our Post 16 programme and offers students a chance to gain valuable skills, knowledge and experience of a work environment. This experience will form an integral part of their UCAS personal statement or CV for their applications at Post 18 and universities. Employers consider work experience as an essential element of the selection process. Students also receive feedback from the employer and this can be used as a reference to strengthen any applications they may make in the future.

We have set aside time in the teaching calendar to facilitate a week of work experience from 8th – 12th July. We use the Leicestershire Education Business Company (LEBC) to make all the arrangements for work experience based on the information provided by our students via the application forms. A representative from the LEBC came in on Monday 19th November and delivered an assembly to all Year 12 students regarding the benefits of work experience and explaining the process.

We will be holding a parent information evening for work experience on Tuesday 27th November from 6.00-7.00pm. The Post 16 Team, a representative from the LEBC and me will be on hand to answer any questions you may have. If you would like to book a place at this evening then please email post16@brookvalegroby.com with the number of places required.

This letter is to explain the costs involved in setting up and monitoring the placements. There are two options available to students for sourcing work experience:

- **SELF PLACEMENT**

This entails the student finding their own placement opportunity and the employer filling out a self-placement form. This is then passed onto the LEBC who will ensure all Health & Safety checks are completed and insurances are in place for the duration of the placement. The cost of a self-placement is £50.

It is essential that the student contacts employers when looking for a placement, not the parent, as some employers have said they are unlikely to offer a placement unless the student has the initiative to make the call themselves.

- **LEBC PLACEMENT**

The second option is that the LEBC find the placement for the student. The student fills out a form indicating the areas of employment they would like their placement in and the LEBC will find them an appropriate placement. The cost of the LEBC placement is £57.

We have attached for information:

- Parent/Carer Guide
- Student Handbook
- Guide to Choosing Work Placements
- Application forms for LEBC Placement and Self Placement

The **deadline for the application forms is Friday 7th December 2018**. Forms need to be completed and handed to tutors. We understand this is a short space of time but the LEBC need to start processing applications as soon as possible to try to ensure all students get an appropriate placement.

We have included the application forms with this letter and paper copies can be collected from the Post 16 office. Payment needs to be made at the time of application via Parentpay. No refunds will be possible unless LEBC fail to obtain a placement. If you have any queries regarding the work experience placements please do not hesitate to contact us. Our email address is Post16@brookvalegroby.com or call 0116 2879921.

Yours sincerely

Robert Coles
Headteacher