



CALLINGTON COMMUNITY COLLEGE

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Principal: Mrs Wendy Ainsworth



Dear Employer

Work Experience by College Students

Legislation has been passed to allow young people to take part in work experience during the last 12 months of their compulsory schooling (and beyond). Over the last few years local employers have been kind enough to offer our students the chance to sample work within the local community. This helps them to have a better idea of the adult world of work, its responsibilities and relationships. In these days of declining numbers of school leavers it also shows them what the local area can offer in the way of careers.

The scheme proposed is part of the general education of students and details are given in "Information for Employers". Employers should therefore make no payment to participants. If possible the firm's normal week should be worked (though not outside any hours specified by legislation), but details can be agreed to suit transport.

I would be most grateful if you could see your way to taking one of our young students on this basis. The experience they get and the attitudes to work in terms of punctuality, eagerness of response, cleanliness, interest and responsibility are of great value to them and are things which we can develop and reinforce in the College.

Preparation for work experience, including Health and Safety, is done in College beforehand, and follow up work afterwards. A member of staff will visit you and the student during the session, and we would ask you to complete a short report on the student. In addition we ask where possible for a written testimonial which with the report is included in the Leavers Folder which our students will be taking with them when they leave College in the future.

Naturally, we all have a duty of care to the students and in addition to the teacher's visit during the placement, a representative of the Cornwall Education Business Partnership will visit you before the placement to talk over such aspects as Insurance, Health and Safety issues including identifying significant risks and controls. An outline of the type of work and main tasks will be discussed. They will ask you to sign a letter of understanding covering these points. Having read the enclosed information I hope you are able to offer a placement, but if you would prefer to discuss the matter further please contact me at the College.

If you have been involved with work experience before and would like to comment upon ways in which the procedures could be improved please do not hesitate to contact me.

Yours faithfully

L Hazeldine

L K Hazeldine (Mrs)

Work Experience Manager

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