



CALLINGTON COMMUNITY COLLEGE

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Principal: Mrs Wendy Ainsworth



Dear Parent/Carer

Work Experience Programme: 15-19 July 2024

Legislation has been passed to allow young people to take part in work experience during the last 12 months of their compulsory schooling. The aim of this scheme is to give insight into the world of work, its disciplines and relationships. It is intended that all Year 10 and 12 students have the opportunity to take part, and that they should attend the place of work chosen instead of College.

Students are encouraged to make their own arrangements with the employers, using the guidelines provided as this is part of the experience for them. Please read the details outlined in **'Information for Parents and Employers booklets'**. Transport is important to bear in mind, as students will be expected to comply with the normal working hours of the job involved. Please note that students are responsible for their own travel costs when travelling from home to the place of work. Ideally the placement should involve a new experience so the work undertaken should not take place at home, with close family, or where they are already employed in part-time or temporary work. All placements must have the correct insurance which is outlined in the enclosed booklet. **If your child hopes to obtain a placement out of Cornwall and Devon, the completed approval form needs to be returned by 31 January 2024.**

Whilst it is useful if students can explore an area of work in which they are interested, this is not essential and may well prove inconvenient or impossible. This does not matter, as there are many benefits to be gained, and the key skills that our students will be demonstrating or acquiring at this level are transferable.

We would be grateful if you would let us have any information about the Health of your son or daughter which could affect the type of employment selected. Guidance on Health and Safety at Work will be given as part of the build-up to their placement. 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 Cornwall Education Business Partnership will visit to talk over such aspects as Insurance, Health and Safety issues including identifying significant risks and controls. They will ask the employer to sign a letter of understanding covering these points.

Your son or daughter has a set of guidelines to follow. When the placement has been agreed, there is an approval form which must be completed by all parties and returned to myself in the Pastoral Office by **30 April 2024** before the Work Experience can take place. There are now stricter Health and Safety procedures, and if the forms are not returned by the due date there is a chance that the placement will be refused by the Education Business Partnership. Your help in ensuring that these forms are completed and returned in time would be appreciated, and will help us to make the week a valuable experience for all Year 10 students. There is useful information and support on the Careerspilot website also, <https://www.careerpiot.org.uk/information/a-job-or-career/work-experience-what-s-in-it-for-me>

Yours faithfully

L Hazeldine

L K Hazeldine (Mrs)

Work Experience Manager

