



28 January 2019

Year 12 Work Experience

Dear Parents and Carers

As part of their programme of study in the Sixth Form, Year 12 students will be undertaking a Work Experience placement from 1 – 12 July 2019. We know that this experience will be beneficial to them in so many ways, not least because it gives young people the freedom and independence to explore what the world of work is like. For some students, it will help them to make decisions about their future career paths, for others, they will be expected to demonstrate experience of a particular sector such as the NHS, Primary and Secondary Teaching and Vet Science. It will allow everybody to build on their soft skills and develop new ones; employability being key here, especially for those wishing to pursue the apprenticeship route.

To support students in securing placements, they will have input from their Form Tutor **every Tuesday in Form Time**. This support will be around writing emails and letters to request placements, researching job sectors, preparing for work place visits and to ensure that all students are placed.

There are particular administration requirements which need to be fulfilled, however, and students cannot be signed off from Tuesday Form Time until this paperwork has been received by me. The Sixth Form pays for Xperience to health and safety check all placements in the Leeds area and they ensure that participating companies have the necessary insurance policies. All students and employers will receive contact from a member of the Sixth Form Team either by visit or phone call during their placement.

If students wish to secure more than one placement during this time, this is absolutely acceptable, they would just need separate paperwork for each placement.

If your child is looking for a placement outside of the Leeds area, please call me to discuss this as we cannot health and safety check these and the responsibility would be yours. All



we would ask is that you provide details of the placement – name and address of the contact and an outline of the job description.

This is a very exciting time for Year 12 and something we believe makes a significant impact on decision making and personal development. Placements in the past have included:

Brewster Bye Architects, NHS emergency/neonatal/rehabilitation and radiography departments, local schools, Irwin Mitchell Solicitors, accountancy firms, O2 and even local government. It is not unusual for local companies to support these young people in applying for jobs and apprenticeships at the end of Year 13!

For those students who are still deciding about a career pathway, my advice is to think about a broad sector – health and social care, business and finance, IT, Engineering etc. and then to research local firms. We are very lucky to have significant growth sectors in Leeds where law, business and finance are significantly represented.

I do hope that this is an opportunity for you to talk to your child about their aspirations and for you to have conversations about employability.

Finally, if you happen to work in the business and finance sector, engineering or HR for example and your company would be happy to offer a placement to one of our students then I would be very grateful. I can be contacted by the usual methods – email s.pearson@tmhs.co.uk or by telephone 3900770 extension 269.

We look forward to supporting your child through this process and are pleased to be able to offer them this opportunity.

Many thanks for your support and very best wishes to you.

Yours sincerely



Mrs Pearson
Pastoral Leader for Post 16