

Dear parent/carer,

In order to help you support the Work Experience process we have compiled a list of forms and guides - many of which are required to be completed by all students when on placement.

1. **Personal profile.** This is a helpful form to complete to get them thinking about who they really are and what they like and don't like or what they are comfortable with.
2. **Top Ten Tips** Encourage your young person to look at the "Ten top tips" for work experience. Then use internet searches to look at what businesses and organisations are near to where you live, or within easy traveling distance. You could reach out to friends on social media, friends of family who have their own business, neighbours and local groups.
3. **Example emails.** In order to get in contact with companies and businesses we have provided Example Emails, these are templates for students to use.
4. **Enquiring about work experience.** Learners can use this as a guide to calling the employer on the phone, this could be especially useful if a student has emailed the employer previously and not had a response.
5. **Agreement Form.** Once you have found a placement the student is required to complete the Agreement form and send it into the work experience department.
6. All employers must have Employer's Liability Insurance and be willing to allow us to carry out a health and safety check there, this is nothing to worry about, it is just a 10-15-minute phone call. However, should the placement be on a farm or with a forestry organisation the check will be carried out face to face.
7. **Code of Conduct.** This form is to be read and signed by our students and returned to the work experience office.
8. **Timesheet.** This is to record hours worked and is to be handed into the work experience department as this is evidence of their work. Without this evidence, hours will not be recorded.