

February 17

Dear Parent/Carer

**Year 12 Work Experience Week  
10<sup>th</sup> – 14<sup>th</sup> July 2017**

Work experience is a vital part of the educational offer we make to all students of Frome College Sixth Form and we are committed to ensuring that our students leave us with excellent employability skills. A clear and defining factor in the feedback nationally, from UCAS, Apprenticeships and Employers, is that students often do not have enough relevant work experience and this makes it hard for them to access opportunities. We are aware that many of our students work part time, however these are often not applicable.

Students need to be looking at the next step in their career plan in order to stretch themselves or gain experience in a specific job role. If students know what university, apprenticeship or career they are aiming for they need to find work experience which will help them stand out during the application process. The act of seeking work experience is a valuable experience in its self and one that mimics the highs and lows of applying for jobs, giving students the valuable opportunity to build resilience. Students are expected to find a work experience placement independently but can access support through the Next Steps Hub at school if they are struggling or require advice.

All work experience placements will be health and safety checked. Employers must hold "Employer Liability Insurance" for pupils to be insured. They should have this if they have more than 3 people working for the company, however individuals do not. Students are expected to have completed the application and medical forms issued this week. If students do not have copies they are available on the website <http://www.fromecollege.org/sixth-form/post-16-letters-home>. Forms must be returned by the end of March 2017.

We appreciate your support in your son/daughters next steps.



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Assistant Principal



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