



1 December 2015

To: Parents of Year 10 Pupils

Dear Parent

Year 10 Work Experience - Monday 11 July to Friday 15 July 2016 (Ref: 166/15)

As part of a city wide initiative in secondary schools and in conjunction with Liverpool Compact, our Year 10 pupils will be given the opportunity to undertake one week of work experience between Monday 11 July and Friday 15 July 2016.

Liverpool Compact is an organisation employed by the Liverpool Local Education Authority to co-ordinate the Health and Safety Assessments of work experience placements.

Work experience has proven to be very valuable in the past and provides an insight into the employment world. Pupils are given the opportunity to develop and strengthen their interpersonal skills and experience a particular vocation or occupational area.

Pupils will be required to arrange their own work placements. The College will co-ordinate the associated Health and Safety details with Liverpool Compact.

Once your child has arranged his/her work placement, he/she must ask their employer to complete an F4 Own Placement Form. The reply slip below must be returned with the completed F4 Form to the general office by **Friday 18 March 2016** in order for the Health and Safety Assessments to be carried out.

It is advisable for your son/daughter to obtain a work placement as early as possible as employers are inundated with requests and places are taken up very quickly. If your son/daughter has difficulty in obtaining a work experience placement, please encourage them to discuss with me as it may be possible for me to assist them. Pupils who are unable to find a work experience placement will attend school as normal.

Should you have any queries or require any further information, please do not hesitate to contact me at the College.

Yours sincerely

Ms F Bailey
Lead Teacher - Careers

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Year 10 Work Experience – Monday 11 July to Friday 15 July 2016

Please complete and return to the general office by Friday 18 March 2016.

Pupil's Name: _____ Form: _____

I give permission for my child to undertake work experience between Monday 11 July and Friday 15 July 2016. He/she will obtain a placement at _____ and complete an F4 Own Placement Form.

Signed: _____ Date: _____