

September 2019

Dear Employer,

As part of their study programme here at Kimberley College, all Year 12 students must source a week long work experience placement for Monday 29th June – Friday 3rd July 2020.

We believe that undertaking work experience during their sixth forms studies puts them in a better place to begin preparation for progression onto University or higher/degree level apprenticeships, whilst providing them with an insight into a career sector of interest.

We hope that students will:

- Have the opportunity to use and apply their skills and knowledge in a professional environment
- Build confidence and self-esteem by showing what they can achieve outside college
- Gain knowledge of the local job market and start them on the road to building a network of business contacts
- Gain valuable experience to add to their Personal Statement or CV
- Obtain a reference, which they can use when applying for jobs

We work in partnership with Form the Future (www.formthefuture.org.uk) who check work placements on our behalf. If you are happy to offer a work experience placement to one of our students, the student will submit details of this placement to Form the Future, which will include details for the best person to contact at your company. Form the Future will then contact you via email/telephone to have a short discussion on the following:

- Employer Liability Insurance details: Name of insurer, policy number and policy expiration
- Supervisors name
- Placement tasks
- Hours of work (please note that work experience placements do not take place during school hours only, hours are negotiated with the employer)
- Lunch arrangements
- Dress code

I would like to take this opportunity to thank you for considering offering a placement to one of our students. If you have any further questions at all, please do not hesitate to contact me at yashby@wootton.beds.sch.uk or by telephone on 01234 762890.

Yours sincerely,

Mrs Yvonne Ashby
Head of Careers