



Executive Head Teacher: **Mr Tim Sullivan**

21<sup>st</sup> March 2023

Dear Parents/Carers

### **Work Experience for Year 12 students**

As part of Ashmole's outstanding careers education programme Year 12 will be completing a week's work experience in the summer term. This is scheduled for **Monday 3<sup>rd</sup> July to Friday 7<sup>th</sup> July 2023.**

The main objectives of work experience for Year 12 are:

- To provide students with valuable insights into the world of work
- To strengthen the links between their classroom learning and the work place, specifically employability skills
- To help students gain greater self-confidence, independence and resilience
- To strengthen their post 18 applications – whether these be for university through UCAS, for apprenticeship or full-time employment
- To provide students with opportunities that may result in future paid work

Employers are increasingly looking for high quality work experience when recruiting and so students should use this opportunity to strengthen their own employability and applications.

We expect students to find their own placements. For many, these will be in the area of their potential career but it is important to emphasise that work experience in a variety of industries and businesses will strengthen awareness and understanding of the diversity of the world of work and will help strengthen their employability.

Students should use Unifrog and other useful sites to help explore work experience opportunities in potential areas of business and industry. Under the career and subject profiles there will be recommendations of work experience placements. Students can also find tips on how to apply for work experience in the 'Know How' section of Unifrog.

We will be supporting Year 12s in this process by providing them with further guidance in assemblies and tutor time. We encourage students to use the Easter break to network to develop contacts through friends and family members to help find a suitable placement.

Students need to ensure the completion of the Year 12 Work Experience Form (attached to this letter) which is also available on Careers Page on Firefly under the Year 12 WEX folder. Paper copies can be obtained from the Humanities Office or Sixth Form Office.

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There is a section that needs to be completed by the employer including details concerning insurance, contact details and duties. This must be completed before your child can start their placement.

An external company is employed to check all health and safety requirements before the placement is confirmed.

The form should be handed in to Mr Gilfeather or Ms Kyriacou in the Humanities office by **Friday 28<sup>th</sup> April 2023**.

Please do not hesitate to get in touch at [gif@ashmoleacademy.org](mailto:gif@ashmoleacademy.org) if there are any questions regarding the above.

Yours faithfully

A handwritten signature in black ink, appearing to read 'T Gilfeather', with a horizontal line underneath.

Mr T Gilfeather  
**Head of Personal Development**