

Work Experience Parent Letter of Understanding

As a parent you will want your young person to get the most out of their work experience. Work experience is a great way to improve a CV, gain experience/employability skills and to help students decide what they might like to do – it can also form a vital part of course work and learning for specific subject areas.

We expect any work experience to go smoothly and hope that your son/daughter find it a worthwhile experience. Please take note of the following and do get in touch with our Careers Team or your young person's Subject Leader should you have any questions.

- It is **essential** for the employers to be aware of all current medical information and special educational needs relating to the students in their care. As a college we also require **at least one emergency contact telephone number**. If you feel the information we currently hold regarding your son/daughter is *not* up to date then please advise us prior to them starting a placement.
- We take **safeguarding** seriously and will support and put in any additional measures to enable a student to complete work experience – this may mean liaising with the employer and making them aware of any support a student may require.
- **Report any concerns** you have regarding your son/daughters work placement directly to the Careers Team at the College 01305 830536.
- Your son/daughter will have been briefed on **Health and Safety** in the work place and been given clear guidelines and advice about what to do if they have a concern or can't make their placement for any reason – please support them by discussing these understandings with them at home.
- All employers are responsible for **risk assessments**, employers who employ less than 5 workers are not required to have a written assessment – work experience facilitated through Budmouth will be monitored and contact made with employers to ascertain how a placement is going. **All students will have a debrief** with a member of staff on conclusion of a placement.
- The Disclosure and Barring Service, or **DBS** (formerly CRB), check may be required for post-16 students undertaking a placement in a care, medical or teaching profession – this will be organised by the college but the cost charged to the student (£44 plus £13 if students wish to use the DBS Update Service).

There is **useful information** on the following websites for students and parents:

<http://www.hse.gov.uk/youngpeople/workexperience/parent.htm> HSE information

<https://nationalcareersservice.direct.gov.uk/advice/getajob/workexperience/Pages/default.aspx> National Careers Service advice

<http://www.my-work-experience.com/students/top-tips-students.asp> advice and tips for students

Thank you

Careers Team

I have read and understood the information and I give permission for my son/daughter to take part in work experience at

Signed: Date: