



TDMS

Wednesday 1 December 2021

Year 12 work experience

Dear Parents/Carers

Preparation for university and employment is an integral part of the Sixth Form programme at TDMS. Employability and work-readiness is becoming increasingly important to universities and employers. While qualifications remain essential, with very few exceptions, they are no longer the only consideration. By gaining work experience in a relevant sector, our students can gain a real advantage when applying for university or work. This is especially important to the current Year 12 who unfortunately missed out on their Year 10 work experience due to COVID.

Therefore, we are asking all Year 12 students to complete one week of work experience during the week beginning Monday 27 June 2022. All students will be expected to find their own placements, with support from our work experience database and Sixth Form staff. Taking personal responsibility for finding a placement and researching their higher education and career pathway is an important part of the process. While we will provide support and inspiration in school and, no doubt, you as parents will do the same, we expect students to actively find the placement and apply for it themselves. They will learn a great deal from doing so. We will be doing preparation work regarding the application process during tutorials from 15 December and we will be offering clinics to help those students who may require support or advice.

When selecting a placement, it is important to bear in mind that students will have to make their own travel arrangements; a letter of application is often requested by employers but initial contact may be made by phone call, email or personal approach which is more likely to elicit a quick response. Competition can be fierce for placements so early applications are advised.

This letter includes some essential documentation that needs to be returned to Mrs Jones, who will coordinate work experience in the Sixth Form. The parental consent form must be returned by Tuesday 4 January 2022 and the arrangements confirmation form must be returned by Friday 14 January 2022. We appreciate this is an early deadline but all placements must undergo health and safety checks by an external body to ensure that the placement is suitable and this process can take a considerable length of time.

If you have any questions about any aspect of this work experience placement then please do not hesitate to contact Mrs Jones by phoning 01386 442060 or email at kjones@tdms.worcs.sch.uk.

Yours sincerely

Elaine Shepperd
Head of Sixth Form