

28 March 2025

Dear Parent/Carer



**Work Experience: Thursday 26 June – Monday 30 June 2025**

At Cowley Sixth Form College, we believe that giving our students the opportunity to experience the world of work is extremely valuable. For many students, it reinforces their career aspirations while for others, it can be a turning point in their realisation of what they need to achieve in college to give themselves the best career options.



Your daughter/son has the opportunity to take part in work experience. Students will find this useful to be able to use their employer as a reference when applying for college courses, apprenticeships, or jobs. As a college, we have followed all Health & Safety Executive (HSE) advice when planning this offer.

**Finding a Placement**

The vast majority of students find a self-placement by approaching a business directly; this could be through family or friends. The employer must then be checked for health and safety, insurance cover and the suitability of the activities planned for them. Please appreciate that this procedure can be very time consuming and late forms may result in a student being unable to undertake a placement.



To self-place your daughter/son, you will need to ask the employer to complete the work experience employer pack and then hand in the paper copy signed, and dated, to college. All information, including employer liability insurance details, MUST be completed for this placement to take place. You must also complete the work experience student pack and hand to the employer before you start the placement.



**Choosing an appropriate Placement**

In choosing placements, students need to be mindful of possible health problems in some environments, for example, if they have any allergies. They must also make sure they can travel to and from the workplace for the time specified by the employer, consideration must also be given to the cost of transport as well as the location of the workplace. Students must also check what clothing is required and whether or not it will be provided by the employer.



**What if my daughter/son cannot find a placement?**

If you cannot self-place your daughter/son, they will be expected to attend Cowley Sixth Form College on the days that work experience is scheduled for and will attend their lessons as normal.

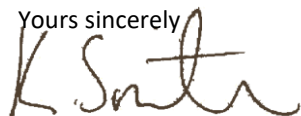
Please ensure to complete the work experience employer pack provided and return the paper copy to the Sixth Form Reception by Friday 23 May.

Please discuss the suitability of any placement secured with your daughter/son before you complete the forms and return to college.



If you have any questions, then please contact the college or email [enquiries@cowleysthelens.org.uk](mailto:enquiries@cowleysthelens.org.uk).

Yours sincerely



Mrs K Smith  
Careers Coordinator

