



HEADLANDS SCHOOL  
SINCE 1965

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8 March 2021

Dear Student,

**Re: Sixth Form Work Experience Arrangements 2020-21**

In light of the current circumstances we have made some changes to this year's work experience arrangement.

All students will be required to do one of the following options.

**Face-to-face work placement**

Consider your career ideas and contact local businesses that relate to your aspirations. Ask the employer to complete the self-canvass form and return this to Mrs Dixon by Friday 28 May please. You will need to speak to the employer to arrange a suitable placement week during July-October and check this date with Miss Mulligan or myself. The Education 2 Work (E2W) team will then contact the employer to do the relevant health and safety and insurance checks. You will receive a copy of the Risk Assessment and your parents will need to complete the consent form.

**REED virtual work placement**

If you have not got a face-to-face placement organised, then you will need to complete the REED virtual work placement programme. You will be given your log in details and further information about this in June.

**Benefits of work experience**

- It will enhance employability by helping you work on a whole range of employment skills, from learning about and adapting to workplace culture to time management and teamwork.
- It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on.
- Doing work experience shows passion and interest. Evidence that you have done work experience shows future Universities and employers that you are motivated to get into a chosen career and that you've done your homework.
- If you're floundering and undecided about your career, work experience might just be the motivation you need. If you do a variety of different work placements, you might find something you are passionate about.

**:PRIDE :ASPIRE :RESPECT**



The Schools Network  
**ParentalEngagement**  
QualityStandard

 The Quality in Careers Standard >>>>

- If you know what career you want to do, then work experience could help you confirm this is the right choice for you.
- It's all about networking. It'll help you build up contacts and, you never know, they might even give you a heads up about a future job or recommend you to another company.
- Work experience does give you something to put on your CV!

Yours sincerely

A handwritten signature in black ink, appearing to read 'B Cooke', written in a cursive style.

Mr B Cooke  
Assistant Head - Sixth Form