

Thursday 12<sup>th</sup> August 2021

Dear Student,

To ensure our Sixth formers at Harwich and Dovercourt Sixth Form have the very best employment profile; we require you to attend regular work experience placements. This will enable all students to learn vital skills required for the workplace, and life skills you will need in order to complete units of work for your subjects and indeed prepare you for your future when you leave us.

As the government guidelines and health and safety regulations allow students to attend a placement, we would like you to make contact with employers and hand in CV's and make phone calls where required. You will have a workplace pack which will include an employer's contract to ensure **you** are clear of standards and expectations whilst at your placement. Organisations will require a visit from our designated Health and Safety Officer. We will arrange any health and safety risk assessments and DBS checks if they are required at no cost to you as the student or employer. If this has been carried out in the last two years, it will not be necessary to repeat this process for 2021/2022.

As a college we offer a range of vocational courses that rely on industry experience. Therefore placements are expected to be in place for students studying for Health and Social Care, Hairdressing, Public Services, and Employability courses. We ask students to find their own placements where possible rather than the college allocating placement to students. You should expect to make direct contact via email or by phone in the first instance to give you a taste of real-life experience of applying for jobs.

Our work experience scheme runs for one day a week for most students and provides a valuable experience to our college, giving you an insight into the world of work and enabling you to broaden your horizons, which in turn motivates you to work harder in college.

You can ask the organisation that you make contact with to contact the college to discuss work experience requirements or any other matters that may present themselves, by phone on 01255 245460 or email [sixthform@hdhs.school](mailto:sixthform@hdhs.school).

Please fill out the attached form and return to Mrs Lear in Business reception, or email: [sixthform@hdhs.school](mailto:sixthform@hdhs.school).

Kind Regards,



Mr S Sansom  
**Head of Sixth Form**  
[Shaun.sansom@hdhs.school](mailto:Shaun.sansom@hdhs.school)

Once you have found your own placement, complete this form, and ask the Work Provider / Company to sign it and return to Mrs Lear at the Business Reception office.

Work Experience start Date: \_\_\_\_\_ Form Returned to Mrs Lear on: \_\_\_\_\_

Student Name:		Tutor Group:	
Student mobile:		D.O.B:	
Emergency contact name and phone number:			

**Placement Information:**

Company:			
Company Address:			
	Postcode		
Contact Person:	Title		
	First Name		
	Surname		
	Job Title / Position		
	Email		

Describe Briefly what you will be doing during the placement:

Employers Name:	
Employers Signature:	