



Faringdon Community College
Fernham Road, Faringdon, Oxfordshire, SN7 7LB

Tel: 01367 240375 Email: Office@fcc.cambrianlt.org
01367 240628 Studentservices@fcc.cambrianlt.org

www.fccoxon.co.uk



FARINGDON
COMMUNITY COLLEGE

September 2024

Dear Parents/Carers

YEAR 12 WORK EXPERIENCE

The aim of a work experience placement is to give students an insight into the world of work, and to help them develop career ideas and plans for the future. With fewer students experiencing the world of work through part-time jobs, work experience gives students the opportunity to understand the work environment, develop and practice employability skills and prepare for employment or future training, in a safe and supported way. We would expect that, during their placement, a student will spend time on employer's premises and carry out set tasks, as would an employee, with an emphasis on learning about the workplace.

Work experience is not compulsory in Year 12, but we do encourage students to approach employers. It can make all the difference when applying to university or for apprenticeships. We are sometimes contacted by large employers who run work experience programmes and your child will be told about these opportunities.

Please be aware that if opportunities take place during term time the school has a responsibility to check that the employer's health and safety and insurance meets standards before the placement can go ahead. If the placement takes place in the school holidays, then all responsibility lies with the parent/carer.

What do I do when my child has been offered a placement?

Remember that placements in the school holidays are parents/carers responsibility, not the schools. This doesn't mean that we don't want to hear all about it and if you contact me beforehand, I can give you an employer evaluation form which if handed in after the placement means that your child gets a certificate.

If your child is offered an opportunity during term time, please contact me on tibelcher@fcc.cambrianlt.org with the name and address of the employer and the dates that they will be absent from school. A week is the maximum allowed. Please make sure that you avoid assessment, mock and exam weeks. You will then be sent the paperwork for both you and the employer to complete.



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FCC is committed to safeguarding and promoting the welfare of children and individuals.

Headteacher: Jonathan Dennett. Chair of Governors: Paul Ray

Faringdon Learning Trust is a charitable company limited by guarantee, registered in England and Wales.

Company Number: 7977368 Registered Office: Faringdon Learning Trust, Fernham Road, Faringdon, Oxfordshire, SN7 7LB



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Because of the need to confirm health and safety and insurance with a prospective employer we require these forms completed and returned at least six weeks before a placement takes place please.

I hope that you will feel that this is a valuable opportunity for your child. If I can be of any help with suggestions of employers to try or if there is anything that you are just not sure about, please do get in touch with me.

Yours sincerely

Tina Belcher
Careers Adviser
tibelcher@fcc.cambrianlt.org
Careers Adviser



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