

The Harefield Academy

Achievement through Active Learning

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May 2019

Dear Parents/Carers/Students,

Year 12 Work Experience

We encourage our Year 12 students to complete a work experience placement at the end of their Year 12 academic studies. Many organisations are willing to provide an insight into their business and this is a great opportunity for students to get exposure to these organisations which will help in future job applications.

Students should research and explore possible options that may support their future career pathways and where relevant feed into their university applications or CVs. We expect students to find their own placement and ensure that the enclosed form is completed and returned to myself by **Monday 3rd June 2019. Forms must be returned otherwise students will be expected to attend lessons as normal.**

Students should not be using this time to continue working in their usual paid casual employment as this cannot be a paid work experience.

Previous examples of work experience placements that have been completed have been:

- shadowing staff in hospitals;
- working in a school environment;
- placements in law firms, the finance industry and investment banks;
- supporting in journalism, media and publishing companies.

Year 12 BTEC Sport students will engage in work experience within the PE Department at school and local primary schools. This will be supported by Mrs Leonard.

Work experience will commence from **Monday 15th July until Tuesday 23rd July.**

Students have attended an assembly about work experience arrangements and UCAS applications.

Staff will visit or contact employers for an update on attendance and progress.

Yours sincerely,

A handwritten signature in black ink that reads 'Carmel Brady'.

Carmel Brady
Director of Sixth Form

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