



Dear Parents/Guardians

28 February 2024

Careers Information - Work Experience

With AS exams on the horizon and university applications looming, I am committed to ensuring Loreto students secure a place on third level courses of their choice.

A vital requirement for many courses is relevant **Work Experience**, which students write about in the Personal Statement section of their UCAS Application. Those considering health-related professions e.g. Medicine, Dentistry, Pharmacy, Nursing, Midwifery, Speech & Language Therapy, Occupational Therapy, Physiotherapy, Radiography, Radiotherapy, Dietetics, Podiatry, Paramedic Science and Social Work, will be required in their application, to demonstrate **commitment to care**. They can do this through work placements in hospitals and community-based settings e.g. Nursing/Care Homes.

Health & Safety mitigations, staffing shortages and funding pressures, mean Hospital work placements are extremely limited.

Any student interested in hospital-based work experience, must speak with me ASAP.

Parents **must not** contact Hospital staff directly, unless they are colleagues, or are known to the family outside their professional work environment.

As a school, we **do not** have set dates in the academic calendar for work experience, as this can place undue pressure on employers if too many students are requesting placements at the same time. Instead, we offer students, flexibility to undertake work experience throughout the school year, but **limit their absence from taught class to three teaching days**. Work experience opportunities can also be taken during the Easter holidays, and on other occasions when students are not in school.

To maximise teacher contact time, I have advised Year 13 students to consider undertaking relevant work placements when their AS exams have finished i.e. the weeks beginning **Monday 3, 10, 17 and 24 June 2024**.

Work Experience opportunities may also be sourced during the **first two weeks of July 2024 (1 & 8)** and the **last two weeks of August 2024 (19 & 26)** as members of staff are in school during these dates, and can deal with enquiries from employers, students and family members.

As hospital-based opportunities are limited, students should consider alternative work placements in Nursing Homes & Care Facilities. Work placement opportunities in these settings also remain very limited; for this reason, I urge you to support your daughter and help her source relevant work experiences, prior to September 2024.

You, or members of your family, may have contacts you could utilise to help set up a placement - work experience enquires can be made by email, in-person or by phone.

Once a suitable placement has been arranged, you **MUST** complete and sign a **Parental Consent Form (Attached)** and return the completed form to the Careers Department, at least **one** week prior to the placement, so that the necessary Insurance documentation can be prepared. Each work placement requires a separate **Parental Consent Form**, copies of which can be obtained from the Careers Department or downloaded from the Year 13 Careers TEAM.

Information contained in the **Parental Consent Form** serves as a record of the placement for Child Protection and Safeguarding purposes; this data is also required by the school's Insurers, who provide Insurance Cover for approved periods of work placement.

During work placements students will be expected to adhere to all **Health & Safety guidelines**, respect confidentiality and demonstrate exemplary standards of conduct and behaviour.

Parents are responsible for organising their daughter's travel arrangements to and from each work placement. I also ask you to contact the employer directly, and inform the school as soon as possible, if your daughter is unable to attend her work placement; consequently, I would advise you to retain a copy of the **Parental Consent Form**, which includes the employer's contact details.

If your daughter has any concerns during her placement, she should contact you directly and in the case of an accident or emergency, the employer is advised to contact a parent in the first instance. We will therefore need to forward parental contact details and relevant pupil medical information to employers. Rest assured, any personal information that you provide on the **Parental Consent Form**, will only be shared with the work experience placement provider.

Government Services and the Health & Safety Executive (NI) have developed work experience guidance and advice for young workers and for parents/guardians. For further information, visit:

www.nidirect.gov.uk/articles/work-experience-your-child

www.hseni.gov.uk/articles/young-people

In terms of the length of work placements, **one or two days** in any work environment is sufficient; shorter placements help to ensure equity of opportunity, as organisations are often willing to accommodate a greater number of students for shorter periods of time. Universities often expect students to have work experience in **different clinical settings**; as such I have advised students interested in health-related professions e.g. Physiotherapy, to source multiple opportunities and to commit to voluntary work and community projects in Nursing Homes and with charities, such as the MENCAP Saturday Club and St. Vincent De Paul.

Volunteering Opportunities:

- Volunteer Now – www.volunteernow.co.uk
- Omagh Volunteer Centre (OVC) – refer to the OVC website and their Facebook page.
- Western Health & Social Care Trust - Volunteering volunteering@westerntrust.hscni.net

Students considering careers in vocational areas, such as Teaching, Law, Accountancy, Pharmacy, Dentistry, Engineering, IT/Computing, Veterinary Medicine and Architecture, are also expected to have experience working in **relevant settings**; they should also endeavour to undertake professional work placements prior to submitting their UCAS Application.

UCAS Application Deadlines:

- Dentistry, Medicine, Veterinary Medicine and Oxford **or** Cambridge – **15 October 2024**.
- All other Courses - **29 January 2025**.

Thank you for taking time to read this information; should you have any questions, please do not hesitate to contact me. If your daughter is unsure about how or where to source appropriate work placements, advise her to contact me, so that I may help her identify options and opportunities.

Yours faithfully



JASON WILSON – HEAD OF CAREERS



WORK EXPERIENCE CONSENT FORM 2024



Student's Name:	
Address and Postcode:	
Has your daughter any Medical Requirements or specific needs that employers may need to be aware of?	NO / YES (If Yes, please provide details)

Name of Business - Organisation	
Person with responsibility for Work Experience	
Email Address	
Business Address & Postcode	
Contact Number	
<u>Work Experience Dates</u>	<u>Time</u>
From: _____	Starting: _____
To: _____	Finishing: _____
Parent Contact - Number 1	
Parent Contact - Number 2	

I agree to my daughter undertaking work experience as outlined above. I am satisfied the necessary Risk Assessments are in place, Health & Safety regulations are being compiled with, and the placement meets all Public Health Guidelines. I will impress upon her the need for acceptable conduct and to always show awareness of appropriate Health & Safety.

Signed Parent/ Guardian: _____ **Date:** _____

I confirm I am undertaking work experience as outlined above. I understand the need for acceptable conduct and full adherence to Health & Safety regulations and Public Health guidelines.

Signed Pupil: _____ **Date:** _____