



Highlands College Work Experience Parental Consent Form

Dear Parent/Guardian

As part of the College's ongoing commitment to developing work based learning opportunities for students, we would like to inform you that your son/daughter may have the opportunity to go out on a work placement scheme as part of the college course. Although students have an entitlement to Work Based Learning, it may not always be possible or appropriate to send students out on Work Experience.

Training is closely supervised by the course team and/or a designated employee/supervisor. The purpose of this component is to provide vocational enrichment and/or to enable students to develop competencies and behaviour needed to secure paid employment. Before each student embarks on their chosen work experience, each placement must conform to laid down procedures in accordance with CYPES (Children, Young People, Education and Skills) and Highlands College Work Experience Policies.

Prior to the student starting work, they will be carefully briefed by College staff and time allowed for questions but, for your information, we would like to point out the following:

1. The days and hours to be worked are shown on the Job Description and correspond to the usual full time job for a normal school leaver. The exception is where various shift systems are involved. In this case the student will discuss this with the employer prior to starting work. Small adjustments may be allowed if there are genuine transport difficulties.
2. There will be a standard of dress and behaviour required and security and safety regulations to be observed which may differ from the College requirements.
3. Punctuality and attendance are extremely important and if your son/daughter is unable to attend work due to sickness or accident both the employer and the College should be advised immediately.
4. There will be occasions when the job is uninteresting or perhaps there is a lack of work but it is expected that the student will accept this as part of working life.
5. All the participants are covered by Liability insurance. Personal Accident insurance is also included (details available upon request).

6. It must also be understood that CYPES cannot be held responsible for the action and well being of the student on a work placement.

7. It must also be understood that CYPES and the Employer cannot be held liable for any injury or damage whilst the student is commuting to and from their residence and the temporary work place and the temporary suspension of agreed work hours, including lunch times and other formal breaks whilst away from the work place.

Finally, I would like to stress that all the employers participate voluntarily because they believe that the experience is valuable to the students. However, the benefits that obtains will depend, to a great extent, on the keenness and interest shown by him/her and the encouragement and advice given by you.

In order to proceed with allocating a placement, I would therefore be grateful if you could complete and submit the below consent form at your earliest convenience. Once we have received your form and a placement has been allocated, the agreed Job Description with placement details will be forwarded to you. If you have any questions or concerns regarding Work Experience, please do not hesitate to contact the Personal Tutor or myself.

Yours sincerely

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Highlands College Work Experience Coordinator

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