



Tolworth Girls' School & Sixth Form

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Dear Parent/Carer

Work Experience - Can You Help?

We are in the process of building a comprehensive careers programme at Tolworth Girls' School & Sixth Form and we need your help.

The more engagement young people have with employers, the more employable they become. We are looking for support with work experience placements, our Careers Fair, careers talks, mock interviews and interview preparation. Your company may also have school engagement projects we could join.

We have relaunched work experience for our Year 10 students as we have received repeated feedback from employers that they feel young people are not prepared for the workplace. We hope that by experiencing the world of work, students will see and understand how businesses work and learn new skills and new ideas.

Should you be interested in supporting the school with the work experience initiative, we ask that employers have Employers Liability Insurance (ELI) with a provider who is a member of the Association of British Insurers, which will be in place at the time of the placement. Students will also need to attend a company induction, which will cover the basic health and safety protocols of the workplace they will be attending.

Students have been instructed to find their own placement, but we would like to build a bank of contacts to support them. If you are willing and able to help us, please complete the online form <https://forms.office.com/e/bB4ckBBNFB>. If you would like more information, please do not hesitate to contact us.

Yours faithfully

Mrs J Greenland
Careers Advisor

Mrs R Hewitt
Careers Advisor

