

Archbishop Ilsey School
Just and Firm of Purpose

Year 12

Work Experience



June 29th – July 3rd
2026

Notes:

Dates:

- Consent Form Filled in:** *24th October*
- Expectations and Goals:**
- Secure a Placement:** *9th January*
- Chasing Paper:** Up to *29th May*
- Work Experience Week:** *29th June to 3rd July*
- Review Pages:** *6th to 10th July*

Work Placement Parental Consent Form 2024

Name of student

Form

Please tick the box when each statement has been read and accepted.

- ☐ I give permission for my child to take part in the full programme of activities involved in their work experience placement .
- ☐ I acknowledge that my child must take their own packed lunch for the day of the placement
- ☐ I understand that in the event of the student named above being ill or injured during the work experience, I accept that the employer will contact the school and/or parents/carers.
- ☐ I understand that during the period of work placement my child will be in the care of the employers and under their instructions.
- ☐ I will notify the school and the placement if my child is unwell and is unable to attend.

Whilst on work experience placement Archbishop Ilsey Catholic School will inform your child's employer of their emergency contact and medical details in order to comply with Health and Safety in the workplace regulations. We will assume that return of this form indicates that you are in agreement with this information being shared with employers and you have a duty to inform us if any changes need to be made to the information below. In addition, if your child has an Education, Health & Care Plan (EHCP), a copy of this will also be shared with the employers.

Student Details		
Forename		
Surname		
Date of birth		
Home address		
Postcode		
Contact name of parent/carers	Contact telephone number(s)	Relationship to student
Secondary contact name	Secondary contact telephone number(s)	Relationship to student
Additional contact name	Secondary contact telephone number(s)	Relationship to student

MEDICAL INFORMATION – IMPORTANT

Should there be any additional medical, religious, dietary or other information which you think the employer should know about your child please explain below:

(Please note relevant information from the EHCP has already been shared)

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Parent/carers name:

Parent/carers signature: Date:

Relationship to student:.....

Name:

Tutor Group:

Expectations and Goals

An employer expects you to:

- Be at work every day
- Arrive on time
- Wear appropriate clothes
- Listen and follow instructions
- Follow general and Health and Safety rules
- Work hard and enthusiastically
- Respect both workers and customers

What do you want to get out of work experience?

You might expect to:

- Increase your confidence
- Be more independent
- Be better organised
- Try out your skills
- Learn about work
- Show enthusiasm
- Compare work and school
- Work as a team member
- Develop new skills
- Meet people of different ages
- Find out what employers want
- Do something different
- Work safely

Choose three personal goals for your placement:

01)

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02)

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03)

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Working Safely

By the end of the first day ,you need to check you have had information on the following :

		Initial when completed
1	Guided tour of the workplace	
2.	Be shown: • Fire Exits • Assembly points • First aid facilities • Welfare facilities(i.e kitchen ,toilets etc)	
3.	Explanation of emergency points and fire equipment	
4.	Know the location of fire alarm points and firefighting equipment	
5.	Instructions on the importance of keeping fire exits clear of obstacles	
6.	Explanation of accident reporting procedures	
7.	Know the location of the notices informing First Aiders	
8.	Explanation of the Risk Assessment i.e Safety precautions and electrical hazards pertinent to your job	
9.	Explanation of lifting and handling techniques(if appropriate)	
10.	Use of personal protective equipment (PPE)	
11.	Explanation of how you are going to be supervised	

I have received and understood the instructions/training/information as indicated above.

Your signature:

Your supervisors signature:

Date:

Date:

Daily Diary

Questions to consider when completing your diary:

- What have I done today?
- What have I learnt today?
- What have I enjoyed the most and why?
- Have I met my personal goals?
- How can I improve my performance?

Day One

Date:

Day Two

Date:

Day Three

Date:

Daily Diary

Day Four

Date:

Day Five

Date:

Employer Review						
This section is to be completed by your supervisor/manager at the end of your placement						
	Excellent	Good	Satisfactory	Needs improvement		
Timekeeping						
Attendance and reliability						
Enthusiasm & willingness to undertake tasks						
Ability to follow instructions						
Working with others						
Relationship with staff						
Ability to act on own initiative						
Ability to work without supervision						
Overall time at placement						

Any other comments:

To be signed by the employer/supervisor:

Signature:

Date:

Student Review

This section is to be completed by you after your work placement

Did you achieve your three personal goals? YES / NO

If yes, explain how you achieved them:

If no, what could you have done to achieve them?

What new skills did you learn?

What were the three things you enjoyed the most during your placement?

1.

2.

3.

What were three things you enjoyed least during your placement?

What would you tell other students about this placement?

To be signed by the student:

Signature:

Date:

Helpful Information:



SCAN ME



SCAN ME

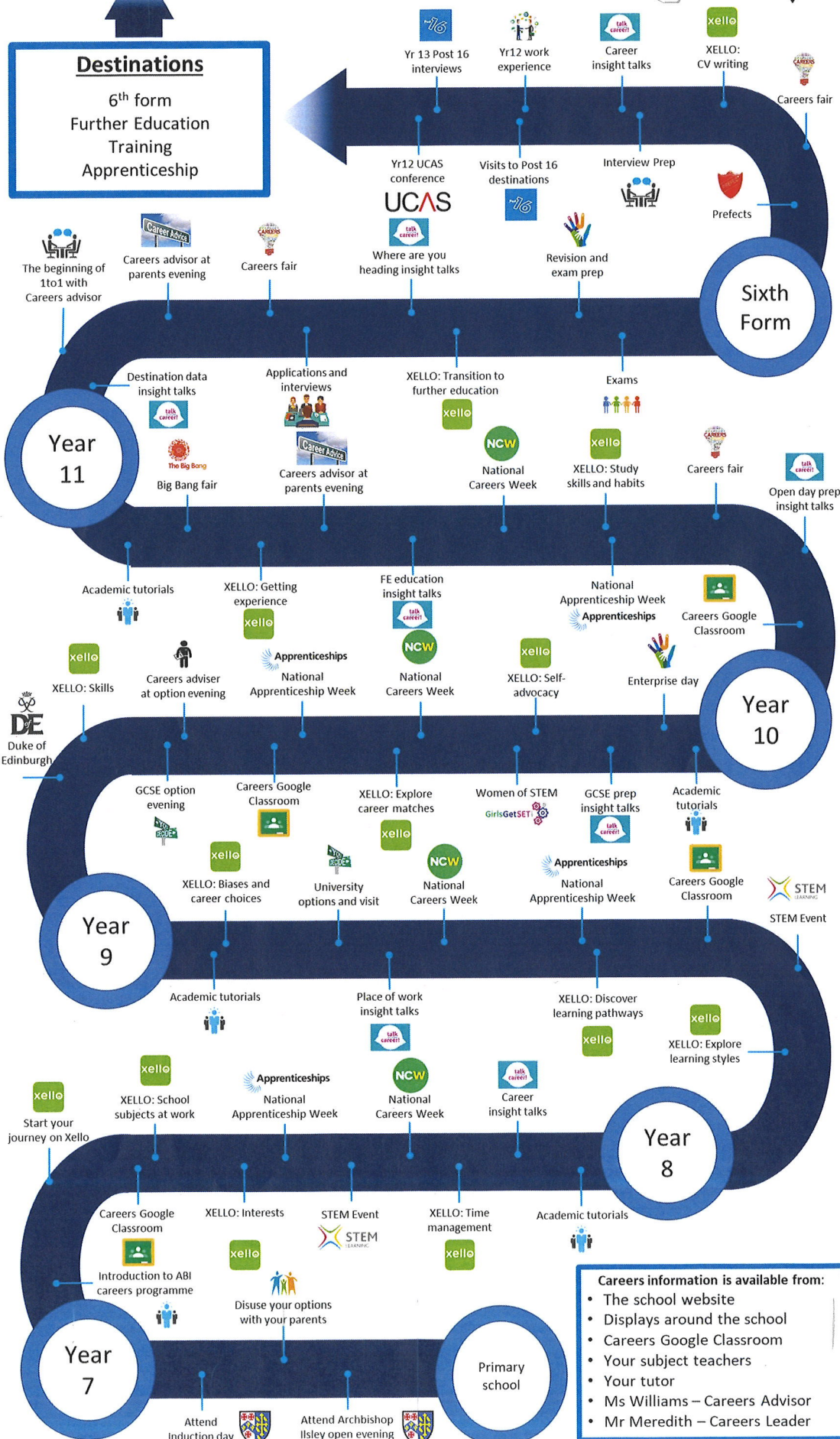
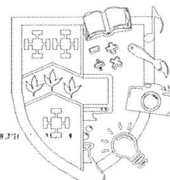


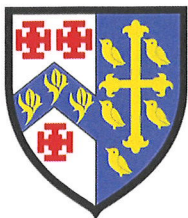
SCAN ME



Archbishop Ilisley School

Career Journey





Archbishop Ilsley Catholic School

Justus et Tenax Proposit – Just and Firm of Purpose

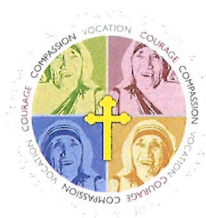
Victoria Road, Acocks Green, Birmingham, B27 7XY

Tel: 0121 706 4200

Email: enquiry@ilsley.bham.sch.uk

Website: www.ilsley.bham.sch.uk

Head Teacher: Mr Ciaran Clinton



Dear Sir/Madam,

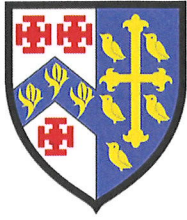
I am writing to confirm that year 12 students at Archbishop Ilsley Catholic School are currently seeking a work experience placement for the week commencing 29th June. The aim of this placement is to allow our year 12s to gain valuable skills from the working world that they can then build on over the course of year 13 setting them up for their future career, University, job applications and interviews, plus much more.

Year 12 have been sent out to find and apply for their own work experience, to show initiative and research skills. If you have been sent this letter via email or in person then please consider this student for a week long work placement with yourself or a colleague. I thank you for your consideration and hope that you can support us this year.

For more information please don't hesitate to contact me at: careers@ilsley.bham.sch.uk

Yours faithfully

Mr Meredith
Head of Careers



Archbishop Ilsley Catholic School

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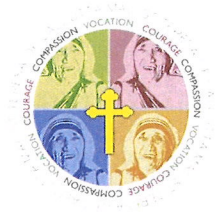
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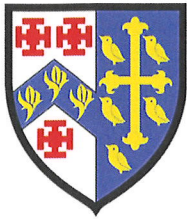
Head Teacher: Mr Ciaran Clinton



St Teresa of Calcutta Catholic Multi Academy Company

Head Office: Archbishop Ilsley Catholic School, 39 Victoria Road, Birmingham, B27 7XY

Tel: 0121 706 4200 info@stocmac.org Company House Number: 11844357



Archbishop Ilsley Catholic School

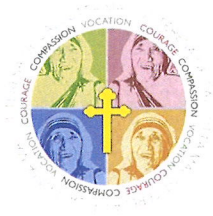
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Dear Sir/Madam,

Thank you for kindly offering to provide a work experience placement for one of our students during the week beginning **Monday 29th June 2026**.

As part of our duty of care, we are required to ensure that all placements are covered by appropriate insurance and are safe for our students. We therefore kindly ask that you provide the following documents:

- A copy of your **Public Liability Insurance** certificate.
- A **Health and Safety Risk Assessment** relevant to work experience students/employees.

Please send these documents by email to:

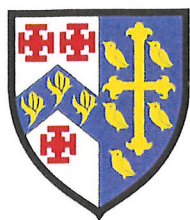
✉ careers@ilsley.bham.sch.uk

For the attention of: **Mr J Meredith, Careers Lead** mentioning the students full name.

We very much appreciate your support in providing this valuable opportunity for our students.

Yours faithfully

Mr Meredith
Head of Careers



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