



## Year 12 Sixth Form Work Experience Placement Guidelines

Work Experience Placements are part of every Students A Level Education and take place during year 12 of the Sixth Form Curriculum.

### 16 to 19 Study Programmes

1. DfE introduced 16 to 19 study programmes in August 2013. All post 16 students follow a study programme tailored to their prior attainment by age 16 and to their career aspirations. For a full definition of study programmes, please visit the webpage: [16 to 19 Funding Study Programmes: work experience.](#)

Work experience is a key component of 16 to 19 study programmes and all students are expected to undertake work experience or some form of work-related training as part of their study programme 'non-qualification activity'. This applies to academic, vocational and mixed pathways. The time spent by schools, colleges and training providers in planning, organising and supervising work experience for students is funded at the same level as qualifications taught in the classroom. This provides schools and colleges with the flexibility to assign staff to engage employers and secure high quality work experience placements for their students.

The [study programme principles](#) are intended to enable all students to take a programme that helps them progress to their next stage whether it be employment with training, an apprenticeship or further study including entry into higher education.

2. All work experience placements are undertaken by students as '**unpaid**' and are fully aware of this. Placements are for enrichment and experience purposes only, introducing students to the area of work they will hopefully gain employment in, once they have finished their studies.
3. Students are expected to act in a professional and courteous manner, have impeccable time-keeping, attendance and follow instructions at all times.
4. If a student should be unwell and not able to attend any part of this Placement, they will inform DPHS before 7am, the morning of their absence and I shall ensure that you are informed immediately.

(Please find attached with this letter a Work Experience Safeguarding Document for your information).

Many thanks for allowing this fantastic opportunity to experience a working atmosphere with yourselves, I am sure that they will gain invaluable experience and life skills during this placement.

Should you have any queries or require any further information, please do not hesitate to contact me by email [kelly.sharpe@debden-tkat.org](mailto:kelly.sharpe@debden-tkat.org)



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