



December 2023

Dear Parent/Guardian

YEAR 12 BTEC National Extended Diploma in Health and Social Care
Work Experience - Monday 24th June – Friday 19th July 2024

Shenfield High School
Alexander Lane
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Essex
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Your daughter is currently studying BTEC National Extended Diploma in Health and Social Care. BTEC courses are vocational courses and therefore aimed at giving students the skills, knowledge, expertise and experience to excel in this area.

As you might expect, work placements are a key component of the BTEC National Extended Diploma. Students are required to complete 100 hours of work experience over four weeks. The BTEC cannot be completed without this mandatory work experience unit. We need to advise that students must confirm a placement in one of the following Health and Social Care settings in order to comply with the rules of the course.

- Hospital Placement
- Care Home
- Day Care Centre
- Elderly Care Home
- Doctor Surgery NHS or Private
- Placement with children, young adults, adults with learning disabilities
- Special Educational Needs School

Work experience is scheduled to take place between 24th June–19th July 2024. During these four weeks, students will be expected to work the normal hours (up to 100 hours) and adhere to the dress code of the particular organisation. After the work experience, every employer completes a report which is returned to us and is then incorporated into applications for employment or university. Before, during and after the placement your daughter will need to complete tasks in order to complete unit 6 which is the Work Experience unit.

We would be grateful if you would sign the enclosed form and return it to Mrs Utton as soon as possible. This form gives us permission to process the work experience administration. Students can then begin to organise their own placement, and they should do so as quickly as possible. Each student will be required to prepare a word processed CV in order to start the process.

Please note that if a DBS check is required for the student to confirm a placement, Mrs Utton will be able to assist with this process but **payment will be the responsibility of the parent/guardian**. DBS requests can take weeks to process, Mrs Utton will need as much notice as possible. A DBS check on the employer's request currently costs £51.86 to process.

Mrs Utton will co-ordinate the administration on the placement/s in order to confirm all legalities and health and safety within the work place.

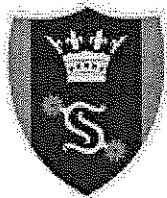
Should you have any further questions, do not hesitate to contact me.

Yours sincerely,

Mrs A Marks

Course Leader for Health and Social Care
a.marks@shenfield.essex.sch.uk

L E A R N I N G F O R L I F E



SHENFIELD HIGH SCHOOL

BTEC HEALTH AND SOCIAL CARE National Extended Diploma Work Experience

PARENT/STUDENT AGREEMENT

STUDENT

As the student I agree to take part in this work experience. I also agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representatives or by displayed instructions. Finally, to be polite, courteous, and considerate whilst with my work experience Employer, always displaying a helpful enthusiastic attitude to any task.

Signed: Name:

Date:/...../..... Form:.....

PARENT/GUARDIAN

Please indicate below any illnesses or other factors that the employer should be aware of, i.e. colour blindness, eczema, hearing difficulties, epilepsy etc.

As parent/guardian of the above named student, I confirm I have read and understood this form and the accompanying letter and agree to her participating in this placement. I undertake that she will observe the conditions set out. In the interests of my child I confirm that:

- (a) she **does not** suffer from any medical condition which could result in an unnecessary risk to her health or safety or to the health or safety of another person. Should this information change either before or during my daughter's work experience it is the responsibility of the parent to inform the school or work experience employer immediately. (If in doubt, please consult Mrs Utton before signing this form);
- (b) she **does** suffer from the following medical condition which should be advised to the employer (details attached).

Comments:

Signed: Name: Date:/...../.....