
Invitation to Offer Work Experience Placement for the OX14 Learning Partnership Summer Holiday Work Experience Scheme

Dear Parents & Carers,

We need your expertise! High quality, in-person work experience is one of the best ways for students to learn about careers and is vital to getting into employment, apprenticeships and onto some further and higher education courses. We are well aware of the wealth of different careers, roles, industries and companies that are encompassed by our parent body and how much your experience and knowledge can benefit our students. Whatever your role, we really hope that you will consider getting involved.

We would like to invite you to host a work experience placement this coming summer holiday as part of a new "OX14 Learning Partnership Summer Holiday Work Experience Scheme". OX14 is the name given to a learning partnership of six state and independent schools in Abingdon (Abingdon School, Fitzharrys, John Mason, Larkmead, Radley College and St Helen and St Katharine). This scheme will be open to students from all six schools who are in Year 12 (L6) and are thus 16 or 17 years old. We are committed to providing students with high quality, in-person work experience opportunities that give them insights into different occupations and skills such as teamworking, communication, and problem-solving that will prepare them for the world of work.

We hope you will consider hosting a work experience placement as part of this scheme. By offering a placement, you will not only contribute to the growth and development of a student, but also potentially identify future employees for your business.

What is involved?

- You decide the nature, location, duration, start/end dates, and hours of the placement.
- The placement should provide ample opportunities for the student to gain insight into the occupation, learn what work is like, develop skills and make connections.
- In addition to the student gaining invaluable work experience, your organisation can also benefit from the work or project carried out by the student.
- Placements in Oxfordshire, surrounding counties, or north, west or central London are far more likely to receive applicants given the logistics of commuting, but there are always exceptions.
- Students cannot be paid, but travel and/or lunch expenses can be reimbursed.
- You decide how many students you would like to host. If more than one, you decide if placements are hosted simultaneously or consecutively.
- You do not have to supervise the student yourself, although it will be mutually satisfying to do so!
- If you wish, you can provide a person specification for the placement which will be used in the selection process.
- All placements go into a single pool and students in Year 12 (L6) at participating OX14 Learning Partnership schools can apply by submitting a personal statement of motivation and choosing their first, second, and third choice placements.
- OX14 Learning Partnership schools then run a robust selection process on behalf of host employers, aiming to match students to employers based on the interests of both. We use a mix of a points system and discretionary judgment, and host employers can participate in the selection process if they wish.
- Following selection, using a simple online system, all parties (host employer, student, designated parent, and school where student is enrolled) register and agree terms and conditions of the placement.

If you would like to offer a placement, [please complete this online form](#). If you have questions you would like answered before making your decision, please contact me at adminteam@jmf6.org

Thank you for considering this opportunity and for your ongoing support.

Kind regards,

Ms Julia Preston
Assistant Headteacher/ Director JMF6 Abingdon
John Mason School & Fitzharrys School



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