



Altrinckham Grammar School for Boys

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Head Master: Mr G A Wright M.A. (Hons) FRCA

January 2019

ASPIRATIONS – Work Shadowing/Internships July 2019

Dear Parent(s),

Following on from last summer's successful work shadowing placements we are again offering the opportunity for a **limited** number of Year 12 students to arrange and undertake a week of work shadowing or an internship at the end of the summer term. The objective is that students shadow a professional in an area which they are interested in as a possible career. This isn't a statutory requirement but work shadowing and internships are regarded by many students as a worthwhile experience because they can reinforce an interest which they already have or, alternatively, they can open up possibilities which might not originally have been in their minds. The feedback from the students who have taken up the opportunity in previous years has been very positive.

Competition for such placements has increased in recent years and our experience shows that employers may ask for a CV or an application form to be completed when applying for a placement. Therefore, in addition to investigating options for placements **we strongly suggest that students create a CV to give to prospective placements.**

Work Shadowing/Internships will be open to the **first 60 applicants** who return the forms with details of the placement **that they have arranged** to Mrs Williamson in the Sixth Form Office by the deadline of Friday, April 5th 2019. The limitation on numbers is due to the necessary amount of vetting of placements which is required as well as the need not to interfere too much with the numbers required for activities, such as the Challenge of Enterprise Conference, which are planned for Year 12 students at the end of the summer term.

Students must be sure that they are 100% committed to attending a placement. **Once arranged cancellation of a placement or failure to attend a placement is not an option** as this reflects badly both on the student and the School and puts future placements for other students at risk.

(continued overleaf)

The procedure for those students who are interested in work shadowing will be as follows:-

1. It is the responsibility of the student himself to find and agree a placement.
2. The placement should be undertaken for five full days in the last week of the summer term i.e. Monday July 15th to Friday July 19th. **Any alternative period could not be in term time and would have to be during the School holidays.**
3. Placements will be available as an option to the first 60 students who have:
 - arranged a placement;
 - returned the placement form to the Sixth Form Office no later than **Friday, April 5th 2019;**
 - had that placement confirmed as being relevant and appropriate by myself.
4. **NO PLACEMENTS WILL BE AUTHORIZED AFTER April 5th**. **If students are seriously committed to the idea of work shadowing they will have had more than enough time to organize it before that date.**
5. Once a placement has been confirmed as being relevant and appropriate limited vetting will need to take place before it can proceed. This will mainly involve:-
 - completion of a risk assessment document by the employer;
 - receipt by the School of a copy of the employer's liability insurance policy;and will be coordinated by the Sixth Form Office. *Some employers (such as the NHS) will also require more comprehensive information and checks which they will complete.*

Parents should note that Disclosure and Barring Service (DBS) checks (previously CRB checks) will not be run on members of the employer's staff, nor will a full Health and Safety Check take place. Parents should agree to the placement taking place in the absence of such checks.

Students who do not wish to take part in work shadowing, or who find that they do not have the opportunity, due to oversubscription, will still be involved in activities during the last week of the summer term, which will include the two day "Challenge of Enterprise Conference" and all students will be expected to attend School in that week.

Attached is the WORK SHADOWING/INTERNSHIP form which should be completed and returned to the Sixth Form Office **no later than Friday, April 5th 2019**. Queries concerning the relevance and appropriateness of a placement should be directed to myself.

Yours sincerely,



Mr T Murray
Head of Sixth Form

ASPIRATIONS - WORK SHADOWING/INTERNSHIP PLACEMENT FORM

Monday 15th July – Friday 19th July 2019 inclusive



Please complete and return this form to Mrs Williamson (in the Sixth Form Office) as soon as possible, but **no later than Friday 5th April 2019**. ONLY the first 60 forms returned will be progressed. Form 61 onwards or forms returned after the deadline will not be put through the next stage of our placement vetting process.

PLACEMENT DETAILS FOR YEAR 12 WORK SHADOWING/INTERNSHIP

Student Name: Form: Date of Birth :

Email Address: Mobile Phone (optional)

Parent Contact details: Name:.....

Email Address: Tel no:

Company willing to take a student for Work Shadowing/Internship:

Company Name:.....

Company Address:

.....

Company Tel no:

Company Contact/Person Responsible (this may or may not be the person who is being shadowed, for example a contact in Human Resources or an Administrator):

Name :.....

Email Address: Tel no:

Work Shadowing/Internship Job Title:

.....

Name of Person who will be shadowed:

Hours of Work: No. of Employees:

Canteen Facilities?:

Dress Code (Plus any special requirements):

.....

I agree to my son carrying out his Work Shadowing/Internship at the above placement for the full 5 day period Monday 15th – Friday 19th July 2019

Signed **Print name**

Date