



August 2020

Dear Student and Parents,

**Vocational Course Work Experience**  
**Monday 1<sup>st</sup> to Friday 5th February 2021**

As part of the level 3 vocational courses, students are required to undertake a week-long work experience placement of their choice. The placement will provide an excellent opportunity for students to put their theoretical knowledge into practice and is an essential part of the course.

**Participation in work related experience is mandatory and a requirement for progression onto the second year of study.**

- Students are responsible for contacting and arranging their own placements.
- Students should ask their employer to complete the relevant details on the attached **Work Experience Sheet** and obtain a copy of the **Employer Liability Insurance Certificate**.
- Parents complete the consent section – giving authorisation for the placement to go ahead.
- Return fully completed form to **Helen Taylor (Work Experience Co-ordinator – [hta@woking.ac.uk](mailto:hta@woking.ac.uk))** along with a copy of the employer's **Liability Insurance Certificate** by **Wed 20<sup>th</sup> Nov 2020** at the very latest.
- The College will then arrange for relevant health and safety inspections to be carried out, if necessary, prior to the placement commencing.

It is important for Health and Safety and safeguarding that the placement complies with the following general College rules for work experience placements:

- The work experience placement must have a minimum of 5 employees.
- The work experience placement must have adequate Employer's Liability and Public Liability insurance.

If your son/daughter has any medical conditions that may affect their placement, it is important that these are disclosed to the employer before the work experience commences.

Please feel free to contact the relevant Head of Department if you require any additional information and/or wish to discuss the work experience placements further:

Art and Design – Emma Hobbs ([eho@woking.ac.uk](mailto:eho@woking.ac.uk))  
Business – Arrim Rafique ([ara@woking.ac.uk](mailto:ara@woking.ac.uk))  
Engineering – Matt Klein ([mpk@woking.ac.uk](mailto:mpk@woking.ac.uk))  
Forensic Science - Rob Harris ([rha@woking.ac.uk](mailto:rha@woking.ac.uk))  
IT – Nilesh Jogoo ([njo@woking.ac.uk](mailto:njo@woking.ac.uk))  
Law – Leanne Gallagher ([lga@woking.ac.uk](mailto:lga@woking.ac.uk))  
Media – Terry Wilks ([twi@woking.ac.uk](mailto:twi@woking.ac.uk))  
Music Technology – Nico Bentley ([nbe@woking.ac.uk](mailto:nbe@woking.ac.uk))  
Performing Arts – Claire Nevers ([cne@woking.ac.uk](mailto:cne@woking.ac.uk))  
Sport – Steve Winter-Fuller ([swf@woking.ac.uk](mailto:swf@woking.ac.uk))  
Uniformed Services – Steve Winter-Fuller ([swf@woking.ac.uk](mailto:swf@woking.ac.uk))  
Travel & Tourism – Leanne Gallagher ([lga@woking.ac.uk](mailto:lga@woking.ac.uk))

Yours faithfully

Helen Taylor  
Work Experience Coordinator