



Health Futures UTC
350 High Street
West Bromwich
West Midlands
B70 8DJ

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17th January 2019

Work Experience: week commencing 24th June to 28th June 2019

Dear Year 12,

We are delighted to inform you that we have designated a week during the summer term for you all to participate in a work placement. We hope that the opportunity to experience the world of work during the week 24th – 28th June 2019 will provide an invaluable insight into your chosen career or associated areas of interest which you are looking to pursue at University.

You will be given an action plan form to help get you started and a confirmation form to complete once you have secured a placement with your chosen organisation. This form will need to be signed by your parent/carer and your form tutor before submitting to me for final approval.

We encourage all of our students to secure their own placements as part of their learning and development and to encourage independence.

We hope that you will not only benefit socially and academically, but will also find it useful in helping you to shape your thoughts about your future careers.

If you have any questions or concerns regarding Work Experience, please feel free to arrange a convenient time to meet with me.

Yours sincerely,

A handwritten signature in black ink, appearing to read "E. Nightingale", with a small dot at the end.

Miss E Nightingale
Pastoral Head of Sixth Form

