**St Mary Redcliffe Year 13 Volunteering and Work Experience Registration**

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| Name: | Tutor: |

For those Y13 students not studying Extended Project, Critical Thinking or Library lessons, there is a requirement to complete at least 40 hours of volunteering and/or work experience this year (from 1st September to 31st July). You can achieve this through one placement or split it between more than one placement, and can make up any additional hours through one-off events or shorter placements. The school must, however, have approved the objectives of your placements before you commit to them, and they must be appropriate to achieve these objectives. We will then write to the placement confirming these objectives and contact them at the mid-point and end of the year to assess your progress.

I intend to complete my 40 hours by :

|  |  |  |
| --- | --- | --- |
|  | Area I am interested in | Hours planned |
| Volunteering within the school |  |  |
| Volunteering outside of school |  |  |
| Work experience |  |  |

**Aims of my experience**: At A Level, you are expected to develop new skills, qualities, understanding or social awareness as part of your placement in order for it to qualify as part of your education.

Please tick up to **four or five** of the following objectives for your main placement:

|  |  |
| --- | --- |
| **Volunteering** | **√** |
| V1 | To develop an understanding of issues of equality, injustice & disadvantage/response to individual needs & differences / democracy & government / environmental issues / the work of campaign groups |  |
| V2 | To understand the planning and processes that enable the school / voluntary organisation to meet the needs of those it supports |  |
| **Work-experience** |
| W1 | To explore and develop the skills and qualities necessary for a career within this area of work |  |
| W1 | To develop an awareness of career opportunities and current issues within this area of work  |  |
| **Generic** |
| G1 | COMPULSORY- To be able to work independently, reliably and manage my time to achieve objectives | **√** |
| G2 | To develop stronger communication skills / other practical skills |  |
| G3 | To gain experience of working with others in leading or contributing to a project or activity – problem solving and effectively learning from successes and difficulties |  |
| G4 | To develop emotional intelligence and sensitivity to the needs of others including younger students / customers / vulnerable people / co-workers |  |
| G5 | To become more resilient and able to respond to challenging situations / work under pressure |  |
| **Your own personal objective** |
| P1 |  |  |

**Discussion with Head of Year:**

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| --- | --- | --- |
| Objectives approved | Head of Year signature: | Date: |
| Advice and ideas for placement |  |

Following approval by your tutor of the objectives and general area for your placement you should find somebody willing to take you and then take the form back to your tutor for final confirmation below.

**Details of main placement** (For a second substantial placement, please take and complete a 2nd form):

|  |  |
| --- | --- |
| Name and Address of Organisation | Key contact person: |
| Telephone number: |
| Email address: |

How many hours do you hope to complete with this organisation in total?

 hours

(Consider school holidays, study leave and exams)

How often will you attend? (Please give details e.g. hours per week/month or a block of whole days)

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| --- |
|  |

Please describe your role/responsibilities during this placement:

|  |
| --- |
|  |

My intended start date is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you cannot complete at least 40 hours with your main placement, how do you intend to make up the remaining hours? *(This could be in-school activities such as GCSE mentoring, Year 13 subject mentoring, Year 13 Tutor Reps or transition mentoring or mentoring of some GCSE students at main school).*

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**Approval and monitoring:**

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| Approval by Head of Year | Signed: | Date: |
| Letter to provider sent | Date sent: | Reply received: |
| Telephone conversation with provider | Signed: | Date: |
| First reference from Provider | Date sent: | Reply received: |
| Reflective journal completed | Signed:  | Date: |
| Final reference from Provider | Date sent: | Reply received: |