

1st September 2021

Dear Sir / Madam,

We are writing to express our thanks for your consideration of the RCHK Year 11 ‘WOW’ World of Work Program placement, to be held November 15th -26th 2021. This is an essential part of the preparation of our students for the world of work and is the culmination of a series of sessions that we have offered for students with the aim of enabling them to make effective choices in the future. It is an important partnership between the College and the wider community in producing effective employees of the future. Students will receive a visit by an RCHK staff member during the placement.

The Role of the Student

As the aim of the two-week period is to expose students to the adult workplace they are expecting to get an insight into the routines and demands of their chosen employer. They should therefore be expected to mirror the demands of a typical employee, including working hours and breaks, attire and expectations. The more that they can be exposed to meaningful and relevant tasks that are relevant to your field of work the more effective the placement will be.

Students should not be asked to complete tasks that require specific training or qualifications, involve dangerous substances or machinery or are hazardous.

Students should be punctual and maintain 100% attendance during the week. In the event of illness, they have been instructed to contact you as the employer.

Insurance

Students are covered under the English Schools Foundation’s Group Personal Accident Policy. Should you require any details regarding this, please contact us at the College.

Health and Safety

You will share our desire to ensure the Health and Safety of the students during the placement. Please take the time to brief the student as to the specific requirements and expectations of your workplace.

Confirmation and Contact with RCHK

Should you have any concerns or queries about the student placement during the week, please contact us via email at shenw1@rchk.edu.hk or drapel1@rchk.edu.hk. Alternatively, you can also reach us via telephone 3556-3556.

If you are happy to offer a placement, please could you email us with the following details:

- **Name of Student**
- **Placement Address**
- **Placement Employer Contact name, telephone number, and email.**

Yours faithfully,

Wilma Shen

Lucy Draper