



Instructions

Resource Activity Parental permission form

Resource Includes Instructions only

Learning Outcome To gain approval for contact by employer with students through secret Facebook Group (if being used) – Facebook Group procedure is included in Resource 4. Other ideas.

Outline Includes specific information that needs to be included in the parental permission form for the use of a student Facebook Group together with a checkbox providing permission for student to be contacted by the employer through Facebook

User Primary Stakeholder - school staff
Secondary Stakeholder – parents

Timing Pre Work Inspiration after selection of students to participate

Procedure **Note:** While it is expected that all schools will have their own standard template for excursion permission, the purpose of this information is to ensure that some information about the Work Inspiration Facebook Group is included and permission is sought from the parent to provide the student's email address.

It is also suggested that Resource 7 "Parents - talking about career planning" could be sent to the parents with the permission form.

Please include the following information and the checkbox (as below) on your parental permission form for Work Inspiration:

- The Host Employer of the Work Inspiration group that your student has been selected to attend may utilise a Facebook Group to communicate with the student participants both before and after the work placement activity
 - The Facebook Group will be created as a "secret" group which doesn't allow anybody other than the invited group members and the administrators to view or interact with the group
 - The Host Employer and the organising teacher will be joint administrators of the group
 - For this group to be created the Host Employer will need to obtain your student's email address to enable them to be invited to join the group
 - The Facebook Group can then be used for a variety of purposes, including sending students a "welcome" greeting from the employer; confirming all details – dates, times, what to bring etc and to send pre Work Inspiration activities; follow-up communication between employers and students; and the post Work Inspiration activities.
- (Tick to agree) I give permission for my student's email address to be provided to the Host Employer for the purpose of a Work Inspiration Facebook Group.