

TRINITY INTERNATIONAL COLLEGE

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March 27, 2024.

Dear Sir/Madam,

MENTORSHIP PROGRAMME

LETTER OF INTRODUCTION: SALAU ADEOLA

Trinity International College is a full boarding co-educational, Christian Secondary School with the motto, **"Building lives in partnership with Christ"**.

We are passionate about the total development of our adolescents beyond academics, particularly, during their formative years. This, we believe, will enable them to have a productive future.

In order to achieve this, we have incorporated **Mentorship Programme** into our Career Guidance which is specially designed to guide our **Senior Secondary School One (SSS 1)** students in the choice of careers they have in view.

Objectives:

The programme is meant to achieve the following objectives, among others:

- Expose the student to his intended careers of choice.
- Assist them to know the major tasks involved in the careers.
- Help them to know the skills and entry qualifications required in the fields.
- Enable them to appreciate work ethics.
- Enable them to value the dignity of labour and its associated rewards.

All these, we believe, should enhance their career decision- making process.

Duration:

The programme has been scheduled for the summer holiday, from **Monday, 29th July to Friday, 9th August, 2024.**


Other important information

- The programme does not attract wages.
- The parents will be responsible for the movement of their children (students) to and from the work experience locations.
- The students are expected to go to work with their lunch packs.
- The school's monitoring team will visit the students in their places of assignment before the end of the programme.
- Each student will write two reports, one to be submitted to the company/organization and the other to the school.
- The school will appreciate it if the supervisor of the student could assist the student in completing the assessment form attached herewith, at the end of the programme.

Thank you for partnering with us in the process of moulding the lives of these future leaders.

Yours faithfully,

For: Trinity International College


Mr. S.A. Olajide
Principal, Senior School

TRINITY INTERNATIONAL COLLEGE
TRINITY HILLS, OFADA, OGUN STATE

WORK EXPERIENCE ASSESSMENT FORM

This form is to be filled by the supervisor(s) of the student in training, at the end of the student's period of attachment with the organization.

Name of Organization:.....

Address of Organization:.....

E-mail Address:.....Tel. No.:.....

Name of Supervisor:.....

Name of Student:.....

Number of Times Present:..... Number of Times Absent:.....

Number of Times Late:..... Number of Times Absent with Permission:.....

Please, rate the performance of the student in the areas listed below:

Keys: 5 – Excellent, 4 – Very Good, 3 – Good, 2 – Satisfactory, 1 – Below Average

S/NO	FOCUS	GRADE
1.	Dressing and general appearance	
2.	Dedication to duties	
3.	Ability to relate well with others	
4.	Promptness in carrying out responsibilities	
5.	Quality of output	
6.	Demonstration of sense of organization	
7.	Comportment and self confidence	
8.	Level of skillfulness demonstrated	
9.	Creativity and innovation	
10.	Willingness to accept extra duties without complaints	
11.	Ability to work under pressure	
12.	Level of tolerance and resilience	
Total:		

Average score (%):.....

Any other special comment on the student:.....

Supervisor's Signature & Date: _____

**TRINITY INTERNATIONAL COLLEGE
TRINITY HILLS, OFADA, OGUN STATE**

March 27, 2024.

Dear Parent,

2024 WORK EXPERIENCE PROGRAMME FOR SS 1 STUDENTS

We write to inform you of the forthcoming Work Experience Programme for the **Senior Secondary School One (SSS 1)** students which will take place from **Monday, July 29th, to Friday, August 9th, 2024.**

During this programme, the students are expected to do a two-week stint in organizations where the operational activities are related to the students' intended future careers. The purpose of this exercise is to broaden the students' horizon on their intended careers in particular, and the world of work in general.

Attached herewith is a letter introducing each student to the organization where he/she intends to do the work experience programme. Kindly send the details of where your child/ward will be doing the stint. You can send the details to the school's email addresses: trinitypss2021@gmail.com and gctricol01@gmail.com or by SMS to any of the following numbers: **07032171277; 08069460867; 09133321726.**

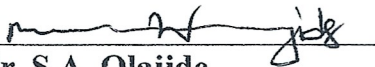
Please, note that the school's counsellors will visit the students at their work experience locations for supervision and assessment. Moreover, each student is expected to submit a type-written report at the end of the programme as well as the assessment form attached to the letter of introduction which should be completed by the student's supervisor on the job.

We crave your support and cooperation in making the programme successful, worthwhile and memorable so that the purpose for which it is designed can be achieved.

Thank you for your usual cooperation.

Yours sincerely,

For: Trinity International College


Mr. S.A. Olajide,
Principal, Senior School.