



## Work Experience

# Parent Information

**Monday 18th June - Friday 30th June**



## **INFORMATION ABOUT WORK EXPERIENCE FOR YEAR 10**

**Monday 18<sup>th</sup> June to Friday 30<sup>th</sup> June 2018**

Dear Parent/ Carer

As an integral part of the Year 10 curriculum, your son/daughter will undertake a period of work experience from Monday 18<sup>th</sup> June to Friday 30<sup>th</sup> June 2018. This is designed to give each student a greater understanding of the world of work, prepare them for the responsibilities and opportunities of adult life and to work with adults other than teachers.

Work Experience is an exciting learning opportunity for students as it allows them to have a real-life experience of the workplace whilst still at school age. Furthermore, a placement is an opportunity for a young person to gain valuable insight into a job or a career that they are interested in. The skills and knowledge developed by work experience can prove invaluable to a young person as they complete their education and make important decisions about their route to the job or career of their choice.

To deliver Work Experience, we work with an organisation called Leicestershire Education Business Company (LEBC). In liaison with school, they will check each placement to ensure suitability and make sure students receive an induction on the first day so that each student gets the most out of their placement.

The first part of the process for parents and students is to consider whether they want to self-place or be directed by school and our Work Experience provider Leicestershire Education Business Company (LEBC). We recommend that students self-place as it is more likely that they will be able to organise a placement that is particularly relevant to them. However, we will endeavour to arrange a suitable work experience placement for any student who doesn't self-place.

**All students** need to complete the **Work Experience Application Form** and the **Self-Placement Form must also be completed**. It is important that these forms are completed and returned to **Mrs S Squires** at school as soon as possible but no later than **Friday 27<sup>th</sup> October 2017**.

Students need to complete the 'Student Details' section on the **Self Placement Form** before handing it to the placement provider. This form needs to be completed and signed by the placement provider, signed by yourself and your son/daughter before returning to the school. On receipt of the paperwork, we will record the form and send a copy to 'Leicestershire Education Business Company (LEBC) who are the company undertaking our suitability and Health and Safety check.

Not many schools offer Work Experience and some even charge parents, but we feel it is important for your child to prepare them for the future and to be more independent, therefore, we are prepared to pay for the initial placement.

If the company has to place your child, they will try their very best to match a placement with your child's request, it will be impossible to change the placement without you the parent/guardian incurring a cost of £57.00.

For students who are **unable to self-place**, please complete the **Work Experience Application Form** and return to school as soon as possible. Mrs Squires will meet with the students individually to discuss requirements.

Further information will follow throughout the year however you will find all information and copies of paperwork on the school website. If you have any questions please do not hesitate to contact me.

Yours sincerely,

Mrs S Squires

Work Experience Co-ordinator

## Why Go On Work Experience?

Work experience is an opportunity for your son/daughter to experience the world of work. The main objective is to get a good experience of an adult work environment, getting there on time, being polite at all times etc. Some students may feel as though they have already experienced this through part time employment or Saturday jobs. If this is the case their work experience will give them the opportunity to undertake something new and different.

Your son/daughter has been given information advising them on how to find a work placement. You may wish to read through the booklet with them.

Although students do not go on work experience until June 2018, the process has to start many months in advance in order for all paperwork and checks to be in place to ensure your son/daughter's health, safety and welfare whilst at the placement.

All placements will be checked for their suitability by Leicestershire Education Business Company (LEBC). On the information submitted to Leicestershire Education Business Company (LEBC) by the placement provider, they will inform us of any concerns they have over the use of the placement. If it is deemed that a placement is not suitable we will not authorise your son/daughter to attend the placement.

At this point we should point out that we cannot authorise any placement with a provider that does not hold both Employers Liability Insurance and Public Liability Insurance.

## Key Dates

Date	Details
Monday 19th September	Life Skills sessions to prepare for Work Experience
Tuesday 26th September	Introduction to Work Experience assembly
Friday 27th October	Work Experience 2018 application deadline
Week beginning 15th May	Placement paperwork sent from Leicestershire Education Business Company (LEBC) and handed out to students
Friday 9th June	Students must have contacted employer by this date to confirm placement attendance
Monday 18th June—Friday 30th June	Students undertake two week Work Experience Placement



# How Can Parents/Carers Help?

- Help your son/daughter to understand the goodwill of placement providers offering placement opportunities.
- Should your son/daughter not be successful in obtaining a placement on their first or second attempt, encourage them to keep trying. There are many students, not just from our school contacting companies for work placements.
- Help your son/daughter with their search for a placement, encourage them to look in the yellow pages, on the internet, or you may have some friends or family you can ask to help.
- Ensure that all paperwork is completed and returned by the set deadlines. Assist your son/daughter in chasing up paperwork from placement providers if necessary.
- Ensure that if a pre-placement interview is required that your son/daughter attends. Failure to attend can result in the company withdrawing the placement.
- Help your son/daughter to adopt good work habits, e.g. punctuality, appropriate appearance and behaviour.
- Ensure that your son/daughter attends the placement every day.
- Contact the school and the placement provider should your child be unable to attend the placement.
- Inform the school of any difficulties or concerns you or your son/daughter may have during the process.
- Discuss the placement with your son/daughter and encourage them to complete their diary. This will be issued nearer the placement date.
- Encourage your son/daughter to have a positive approach to the placement, even if it isn't quite what they expected.

# Work Experience Placement Guidance

## Hours of work

The Working Time Regulations 1998 and 1999 apply to students on work experience. The number and pattern of hours worked is normally agreed by the placement provider, parents/carers, school and the student. If possible, normal hours should be worked, but students are not allowed to work outside any hours specified by legislation.

It is illegal for students to work more than 5 consecutive days. They should work no more than 37 hours per week and students of compulsory school age should not work on Sundays or Bank Holidays, or between the hours of 10.00pm and 6.00am.

The placement should make provision for appropriate meal breaks in accordance with any general employment legislation that is applicable.

If students have a part time job, they will need to make alternative arrangements during the work experience week.

## Transport and Meals

Students are expected to make their own way to and from their placement. Please ensure transport arrangements are considered when sourcing a placement.

Please note that during any break and lunchtime period your son/daughter will not be supervised and they will be allowed to leave the placement provider's premises during these times unless otherwise stated on the placement form. If you have any concerns regarding this you should contact Mrs Squires, Work Experience Coordinator.

## Health and Safety

During preparation in school, students will have the importance of health, safety and welfare responsibilities at work outlined to them. The placement provider will need to reinforce health and safety responsibilities at the start of the placement.

All companies must have in place **Employers Liability Insurance** and **Public Liability Insurance** including adequate supervision and management of risk and welfare arrangements.

Leicestershire Education Business Company (LEBC) the company who are undertaking the suitability checks, after receiving the paperwork from the placement provider may need to make a visit to their premises. If such a visit is required and the placement provider does not allow Leicestershire Education Business Company (LEBC) to visit, the placement will not be authorised.

Mrs Squires will be contactable for the duration of your son/daughters placement. Should you have any concerns during the placement period you should contact the school in the first instance.

If any behaviour incident occurs which results in a student being removed from the work-place, the placement provider is asked to notify the school immediately. The student will be expected to attend school for the remainder of the placement period.

### **Cancellation Of Placement**

Unfortunately, some placements do withdraw their offer of work experience. If this situation arises, depending on what time of year it occurs your son/daughter may have time to find another placement. However, if a placement requires a health and safety visit and this cannot be arranged before the placement takes place we will not be able to authorise the placement. The student will be expected to attend school if a placement cannot be secured. Please be assured that we will do all we can to ensure a placement goes ahead.

### **EID**

If Eid falls on a working day, you must seek permission from the employer to take one day off work. The employer will then notify the school.

### **After Work Experience**

Whilst work experience is discussed when students return to school, you can help by discussing the positive aspects of having undertaken a placement. Students should know more about the world of work, have a better understanding of their own strengths and weaknesses and have practised or acquired important skills – including communication and team working. Most students get a very positive report from their placement provider.

Certificates will be issued once attendance and satisfactory completion of work experience can be confirmed.

If you have any further queries regarding work experience please do not hesitate to contact Mrs Squires, Work Experience Co-ordinator, at school.



## What Did Employers, Parents and Students say about Work Experience last year?

“One of the best work experience students we’ve ever had”

I definitely enjoyed my placement a lot and it opened my eyes to the different career paths available for me to

“Fabulous, really pleased with her, offered her a Saturday job”

“I was very pleased with my placement as I was given lots of responsibility”

I really enjoyed my work experience and my bosses took really good care of me I would recommend this place to future learners.

“My son is now keen to seek employment on a Saturday as he enjoyed the experience”

“My daughter has talked a lot more about what she would like to do in the future after leaving school”

I definitely enjoyed my placement a lot and it opened my eyes to the different career paths available for me to choose from in the future

“My son has realised that work is tough and that he needs to work harder at school”