

# WORK EXPERIENCE

## PARENT INFORMATION

Work experience enables students to gain important insights into their career interests and values; and can help them with their future decision making. With fewer students experiencing the world of work through part-time jobs, work experience gives students the opportunity to understand the work environment, develop and practice employability skills and prepare for employment or future training, in a safe and supported way.

On work experience a student spends time on employer's premises and carries out set tasks, as would an employee, with an emphasis on the learning aspects. Students can go on work experience from the beginning of year 10, when students are aged 14/15 years old.

The aims of work experience are to give pupils an experience of a working environment. To enable pupils to take responsibility and develop their independence in a working environment.

## SCHOOL PROCESS

The school will support students to participate in the work experience programme which takes place next year for 5 days - **22<sup>nd</sup>- 26<sup>th</sup> April 2024**. As part of the programme, students will receive an introduction session to explain the process, a preparation session about what to expect, general information and health & safety and a debrief session to reflect on what they have learned. They will be supported through this process by the Head of Year 10, Tutors and Work Experience Coordinator.

As a parent your key responsibilities are:

- to read this parent information and encourage your student to read the student information and abide by the advice/guidance given
- to support your student to find a placement. Students finding their own placement will need to complete a '**Students Own Placement Form**'. These forms are available on the school website to download and pass to the Work Experience Coordinator in the leisure centre office. The deadline for these forms is the **12th January 2024**.
- Students will also bring home a '**Student Application Form**' (SAF – in Blue) please ensure this is also completed and returned by **12th January 2024** (a sample copy is attached to see).
- To give consent you will need to sign the **Parent Agreement** which will be on the **Student Application Form (SAF - in Blue)**
- to give updated medical information to the school, which will be shared with employers for risk assessment purposes. This can be done by completing the **Student Application Form (SAF – in Blue)**
- for student travel to and from the placement, so please ensure placement locations are appropriate. A trial run to the placement with the student is highly recommended!
- informing the school and employer of any absence from the placement within 30 mins of usual start time. Employer information will be confirmed prior to the placement
- informing the school of any issues during the placement
- encouraging your student to complete their '**Work Experience Diary**'

## FINDING A PLACEMENT

Having the initiative to find a work experience placement is one of the best ways for students to experience the world of work. It means that they are more likely to get a placement they really want, and they will gain valuable experience for future applications. The school is on hand to support students with this process.

Firstly, students will need to do some research. They will need to think about the type of role they would like and the type of organisation it will be in. Then they can ask parents/guardians, family, friends, school staff for contacts and ideas. Google is also useful for research and can help students to look at the location of the organisation and see if they can easily get there.

Secondly, students will need to contact the organisation to ask if they can offer a placement. A direct introduction is best, so see if anyone known to the student (parents, friends, teachers) can offer an introduction. If not, see if you can find a contact online. Approaching new people can be slightly daunting but if students are well prepared, they are likely to feel more confident. It's important to be clear about what is being asked for and give details such as when, how long and what the student is looking for. Students can contact the organisation by telephone, letter or email, but make sure you look (or sound) professional, interested and polite. Remember, people in business are busy, so students may need to follow up several times to get an answer and sometimes it may be a "No", but always be polite and thank them for their time. Students may need to try a few people to get a "Yes" – just like they will need to apply for more than one training provider or employer in the future. Remember, when students get a yes, to give the school the employer's information (on the white '**Students Own Placement Form**').

If students are having problems finding a placement remember they can talk to the school's work experience coordinator for support. It's best to do this before any deadline dates as they may have contacts students can use or can help with emails/letters to send out.

Things to consider:

- parents have responsibility for the travel to and from a placement so make sure that the student can get there
- Not all job roles are suitable for work experience (e.g. Brain surgeon), so students may need to be realistic in their choice or what they will get to do on placement
- Some sectors are very competitive
- Some organisations may have an application form to complete

## **HOURS OF WORK**

The Working Time Regulations apply for work experience not child employment laws, so a student (young workers) will be expected to work the same sort of hours as the business they are in.

- There is a maximum of an 8-hour day (not including breaks/travel)
- Students should not usually work before 7am or after 7pm
- Students are entitled to a rest break (of at least 30 mins) after 4.5 hours worked
- Students should have a rest period of not less than 12 consecutive hours in each 24-hour period

Some job roles will require flexibility or may include shift work, so hours of work will need to be agreed in advance. Hours should be confirmed when student's contact the employer prior to the placement, so parents can organise suitable travel.

## **PAYMENT & EXPENSES**

Work experience is part of the school curriculum and therefore students are not paid. Employers may give expenses for lunch or travel, but as employers offer placements free of charge, expenses must not be expected.

## **TRAVEL**

Parents/carers have the responsibility for getting students to work experience placements as they would for getting students to school. We recommend a trial run prior to the start of the placement with the student. Parents/Carers must assume their normal responsibilities for their child's safety when travelling to and from a work placement.

## **LUNCH ARRANGEMENTS**

Students can take money to buy lunch on the employer premises, if available, or locally. Alternatively, students might prefer to take a packed lunch. Students are able to act as an employee at lunchtime and leave site where appropriate.

## **EMPLOYER CONTACT**

Students/Parents will be given employer contact information, including address, phone number and placement job details.

Employers will be given parent emergency contact information. Employers will have been instructed to contact parents in cases of sickness or incident/accident. Please ensure you supply the school with the most appropriate contact telephone numbers.

Parents must contact employers when students are to be absent from the placement. It is expected that employers will be contacted within 30 minutes of the student's usual start time on the day of absence.

## **HEALTH, SAFETY & INSURANCE**

All employers providing work experience placements will be checked to ensure they hold appropriate insurances including Employers Liability Insurance. This insurance covers injury to students on work placement (as they are deemed to be employees for insurance purposes) and therefore it is essential any employer offering a work placement has it.

Employers have primary responsibility for the health and safety of the student on placement and should be managing any significant risks. The school takes reasonable steps to satisfy itself that they are doing this before placements are approved.

Employers must explain to parents/carers of students what the significant risks for a placement are and what has been done to control them. Employers can do this in whatever way is simplest and most suitable, including verbally.

The school gives every employer information covering their legal duties for health & safety and a reminder to give every student a health & safety induction at the start of the placement.

Employers are required to report any accident or incident involving a student to the school.

## **SAFEGUARDING**

For most work experience placements additional DBS checks are not required. However, the school may seek a DBS check in some circumstances.

Employers will receive safeguarding guidance for work experience placements.

## **CONFIDENTIALITY**

Students are expected to hold in confidence any information about the employing organisation that they may obtain during work experience.

## **ISSUES OR COMPLAINTS**

Parents are requested to bring any issues or complaints to the notice of

**Mrs Betteridge, Work Experience Coordinator**

**01491 829703 / [workexperience@wallingfordschool.com](mailto:workexperience@wallingfordschool.com)**

in the first instance.

Please do not use Social Media for this purpose as it can be damaging for school-employer relations.