



## **YEAR 10 WORK EXPERIENCE - A GUIDE FOR PARENTS**

In the Summer Term your child will be completing one week's compulsory work experience. This is an educational activity planned to increase pupils' awareness of the real world of work. The following guide explains the aims and learning outcomes, details regulations for work experience and clarifies what your child needs to do next.

### **The Aims of work experience are:**

- To provide an experience of the real world of work
- To help pupils understand and develop the key skills and personal qualities which are sought by employers
- To ensure that our pupils are well prepared for the adult working environment
- To help students understand the relevance of school to future work and learning
- To improve the employability of the pupils
- To help pupils make informed decisions about their future careers
- To develop maturity and self-confidence

### **The Key Learning Outcomes:**

Pupils will be presented with many learning opportunities throughout their placement. In addition they will be able to:

- Identify, understand, develop and assess the key skills and attitudes they need to survive in the world of work
- Identify differences between school and the world of work
- Identify and understand the importance of Health and Safety issues
- Improve their interview technique
- Understand the concept of Equal Opportunities
- Write a formal Thank You letter

## **IMPORTANT INFORMATION**

Please read the following information and ensure that you and your child is familiar with the regulations surrounding their work experience.

### **Health and Safety**

In accordance with our service provider Hertfordshire Youth Connexions **ONLY PLACEMENTS WHICH HAVE BEEN CHECKED FOR HEALTH AND SAFETY CAN BE USED**. It is their responsibility to ensure that that Mandatory Health and Safety requirements are met. Children are seen as being particularly at risk because of their inexperience and immaturity. Understandably, schools are required to exercise a duty of care when students are in school or taking part in school activities like work experience. As part of the PSHE programme involving planning for work experience pupils are given information of the importance of Healthy and Safety within the workplace.

### **Insurance**

It is the responsibility of the placement provider to cover any insurance matter. The employer will be covered through their Employers Liability Cover and their Public Liability Cover. Whilst carrying out health and safety checks Hertfordshire Youth Connexions will ensure that the employer has the necessary insurance cover. If you are arranging a private placement, the companies' insurance details must be completed before handing in your form to the Careers Co-Ordinator. If you are arranging a private placement with a family member who has less than five employees you must contact Mrs. Warren directly.

## **Health and Medical**

It is important that the school and employers are aware of any health or medical issues which may affect the pupil during their placement.

## **Travel**

Pupils will be expected to cover their own travelling expenses.

## **Pay**

No payment should be made. The work experience programme is part of the pupils' education and does not constitute employment. Any payment invalidates the insurance cover.

## **Hours**

Pupils will be expected to fit in with the general hours of work at their placement.

## **Timekeeping and attendance**

Pupils should attend for the whole week and should arrive punctually each day for work. If for any reason a pupil is to be absent or late it is the pupil's responsibility to notify both the employer and the school of the reason why. Failure to do so will result in the pupil being recorded on the register as unauthorised absence. Mrs Warren, Careers Co-Ordinator, can be contacted by telephoning **01279 654901 ext 270** or emailing [info@stmarys.net](mailto:info@stmarys.net).

## **Dress Code**

Pupils are expected to dress appropriately for the environment in which they are working. Information about the dress code or special protective clothing for Health and Safety purposes will be included in the details provided by the employer on the placement sheet.

## **Interviews**

**ALL pupils are expected to arrange an interview with their placement supervisor 6-8 weeks before the placement commences.** Pupils must notify the work experience co-ordinator when this interview is going to take place. Pupils must only use their school email and only give the school address for correspondence.

## **Diaries**

Pupils will be issued with a work experience diary which they will be expected to complete on a daily basis. There will be a section for employer and parent comments. This must be handed in to their form tutors on the Monday after their placement has ended.

## **WHAT NEXT?**

### **1. Year 10 Assembly**

Mrs Warren will be speaking to all year 10 pupils about their work experience during their assembly on 9<sup>th</sup> January 2018. Pupils will get the opportunity to hear from students in Year 11 who attended work experience in July 2017.

### **2. Provide Parental Consent**

**Pupils CAN NOT take part in Work Experience without parental consent.** Parental Consent Forms must be completed and returned to the school before any placement can be processed. A parental consent form has been attached to this guide and is also available on our schools website under Curriculum in the Careers section. **This MUST be returned by Friday 12<sup>th</sup> January 2018.**

### **3. Select a placement**

There are two types of placements:

### ***Webview Placements***

These are placements sourced by our colleagues at Youth Connexions. They will be within the Hertfordshire border and will cover a range of industries. The list will be published on line and will be available for students to look at **From Friday 2<sup>nd</sup> February 2018**. Pupils will be able to access the website from home. Students are asked to make a first, second and third choice of placement and may also need to complete a personal statement. In the event of more than one application per placement, the placement will be allocated to the pupil whose personal statement demonstrates that they are best suited to that particular job. Every effort will be made to ensure that all pupils receive one of their three choices of placement, and where this is not possible, an alternative placement will be agreed between the pupil and the school's work experience coordinator. When a pupil has been allocated a placement a parental agreement form will be sent home with your son or daughter, this needs to be returned the next day so that we can then send the employer their agreement form. Failure to return the web-view parental agreement form quickly will mean the placement may be offered to another pupil who had also requested the same placement. The placement will not be confirmed until the employer has returned their agreement form. Details of how to use the website will be available on our website from Friday 2<sup>nd</sup> February.

### ***Private Placements***

Pupils are actively encouraged to find their own placements within specialised workplaces or geographical areas. If the placement is outside of Hertfordshire/Essex borders there will be a non-returnable administration charge of £10.00 payable to St. Mary's Catholic School in advance. It is important to note that private placements may not be guaranteed for several reasons; including health and safety, police records or an inappropriate workplace. All private placements will need to undergo Health and Safety checks. **A private placement form can be printed off from our website [stmarys.net](http://stmarys.net)** under Curriculum and go to the Careers section or alternatively your child can collect a form from the library. **The deadline for private placements is Monday 12<sup>th</sup> March.**

Please feel free to contact me by emailing [info@stmarys.net](mailto:info@stmarys.net) if you have any further queries. I will be in contact again in January when we launch the work experience database.

Kind Regards,

Jocelin Warren,  
St Mary's Careers Co-ordinator



## Work Experience For Year 10 Pupils 2018

### Parental Consent Form

I, \_\_\_\_\_ (Name of Parent/Guardian)

Give my consent for my son/daughter;

Name \_\_\_\_\_ Form \_\_\_\_\_

to participate in the Work Experience programme from 9<sup>TH</sup> JULY – 13<sup>TH</sup> JULY 2018.

I understand that no payment in respect of work done may be made although employers may offer assistance with fares and lunches if they so wish.

I know of no medical reason why \_\_\_\_\_ (name of pupil) should not take part in Work Experience. If there are medical considerations/special needs which may affect the type of placement which would be suitable, please indicate here: \_\_\_\_\_

I understand that this form is to be signed and returned **NO LATER THAN Friday 12<sup>th</sup> January 2018 to** Mrs. Warren, St Mary's Careers Co-Ordinator.

I agree to the school's applying to Hertfordshire County Council's Insurers for Personal Accident Cover to meet circumstances where no other liability can be attributed.

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_