



Beths Grammar School

Work Experience Guidelines

for Parents / Carers

and

Year 12 Students

2022

At Beths Grammar School we believe a period of work related learning not only gives students the chance to see what a real working environment is like, but also gives them an opportunity to develop key skills that they will need in their working lives. For some students it is also a chance for them to sample a possible future career direction.

This year we've offered optional Work Experience Placements to year 12, and your child has expressed an interest in the programme.

It's important to remember that students are going to be taking part in activities that they are not use to; and that there are legal requirements which need to be fulfilled, and a number of health and safety checks that must to be carried out.

The School is supported by Education Business Partnership Kent (EBPK) who will work alongside us, your child and the employers to ensure that work experience is safe, enjoyable and beneficial for the students who take part.

The dates for the optional year 12 work experience period at Beths Grammar School are:

Monday 4 July to Friday 8 July 2022

Parents have an important role to play in encouraging and guiding their child in supporting the School with the administration of the programme. Students need to make sure that they follow the instructions of the school and the placement provider to ensure that the work experience programme is both legal and safe.

Please note

All the information in this booklet is correct at the time of production (November 2021). But clearly the ongoing impact of the pandemic means that we must remain flexible. It may therefore be necessary to make alterations to the Work Experience Programme, but EBP Kent and the Careers and Guidance Department will remain in regular contact with the students with regard to the situation.

We hope this guide will have answered any questions you may have about your child's work experience. However, should you require any further help or advice, please feel free to contact Mrs Blyghton and the Careers and Guidance Department on careers@beths.bexley.sch.uk, who will be only too happy to assist you.

Aims of Work Experience

- ◆ To enable students to appreciate the demands, priorities, disciplines and relationships found in the world of employment.
- ◆ For students to develop self-confidence and self-discipline while working with adults.
- ◆ To recognise and record the use of Employability Skills.

Work experience gives students an insight into the world of work and an opportunity to develop employability skills. In contrast to an industrial visit when they are only able to observe, students are able to experience a short continuous spell in a working situation and to gain first-hand knowledge of what particular jobs entail. This experience helps prepare young people for the transition from school to college or university or indeed, employment. It can also help students in their own career choice.

Employability Skills

Work experience gives our students the opportunity to demonstrate skills that are important in the future. These skills can be transferred to any area of higher or further education or employment and provide evidence of success to other employers and admissions tutors.

Employability Skills

- ◆ Communication skills
- ◆ Working with others
- ◆ Number skills
- ◆ Problem solving
- ◆ IT skills
- ◆ Improving own learning and performance
- ◆ Practical skills

Personal Attributes

- ◆ Good attendance and punctuality
- ◆ Willingness to undertake tasks
- ◆ Politeness and courtesy
- ◆ Appropriate appearance
- ◆ An ability to understand and carry out instructions
- ◆ An ability to work independently and to use initiative

How the optional year 12 Work Experience Programme will work

- ◆ EBP Kent will provide a Work Experience Placement, or a virtual placement, or a pre-employment placement for all students who have chosen to participate in the optional Year 12 Work Experience Programme. As far as possible, this will be a physical Work Experience Placement rather than a virtual one. The School will bear the cost of these Work Experience Placements.
- ◆ Each student will be given the option to find their own Work Experience Placement if they wish to do so.
- ◆ The Careers and Guidance Department will keep in contact the students via Teams, their school email address, and their Form Tutors.
- ◆ Because not every Year 12 student has expressed an interest in Work Experience, staff will not set any critical learning work during this week, so as not to disadvantage any students who are undertaking Work Experience.
- ◆ Each student will be contacted by a member of the Careers and Guidance Department during their Work Experience Placement.
- ◆ Each student will be expected to comply with any national regulations in regard to COVID-19, and any specific requirements within the company.
- ◆ Some employers *may* want to interview the student before they confirm the placement. We've been advised that this is likely to be during February or March, and that it may be online or face-to-face. If this situation occurs, the Careers and Guidance Department will support the student.
- ◆ Students will be allocated a placement by EBP Kent at the beginning of May. This allocated placement is not negotiable. If a student wants a specific placement, then they need to find their own (see below).
- ◆ After notification of the placement there will be a compulsory Health and Safety briefing at school.

Vetting and Approval of Work Experience Placements

All work experience placements are vetted for suitability before being used by students. EBPK will be providing Beths with a centralised brokerage service, supporting the school and also ensuring that all placements fulfil Health and Safety legal requirements and have the correct EII Insurance cover. The school will pay for one placement per student and the cost for this is dependent upon where the placement is, and/or what the deemed "risk" is. The standard cost is £35 per student.

Health Declaration Form (Lilac)

This must be completed by all students who want to undertake a Work Experience Placement before Friday 26 November. Where there are any medical conditions or individual needs, we will make sure that the placement provider is made aware of these. Please remember to include ANY issues which may affect the performance of the student on their placement (for example: Dyslexia).

Finding your own Work Experience Placement

EBP Kent will provide a Work Experience Placement for all students. However, some students may choose to find their own. Even if you think that you are going to find your own placement you **must** complete the online application, just in case.

Wherever possible, please avoid close family connections and friends, or familiar environments as, whilst they may seem like an ideal solution, they do not allow the student to 'grow' from the experience, and are therefore contrary to the ethos and expectations of work experience.

For this reason, we regret we will not be able to approve any placement where the student will be working directly with a member of his family or a close friend. If this is likely to cause problems, please discuss the matter with Mrs Blyghton, the Careers and Work Experience Lead, who will be happy to advise you. Similarly, for the reasons set out above, we will not approve a placement with the student's former primary school.

Restrictions

From time to time placements are sought and found where restrictions may apply. In such cases, both the parents/carers and the placement provider will be informed that the placement cannot be approved, and the school in association with EBPK, will endeavour to find a suitable alternative placement for the student. Please note that we **cannot** authorise Work Experience Placements abroad.

Parents/carers are also reminded that only those employers with Employers Liability Insurance (ELI) can be included in the work experience programme, which usually excludes self-employed placement providers.

Should you wish for clarification on these points, please contact Mrs Blyghton.

The deadline for Self-arranged Placement information is Friday 11 February 2022.

The Self-Placement form will be handed out at the briefing session on 24 November 2021.

Before You Go On Work Experience

Pre-Placement Phone Call or Visit

All students **must** telephone the placement provider to finalise arrangements or arrange a pre-placement visit with them before their placement begins. Please note: pre-placement visits **should not be arranged during school time**. All students are expected to have completed their pre-placement phone call or visit by no later than **Friday 24 June 2022**. The advantages of a pre-placement visit are that it will enable the student to:

- ◆ Be assured that the placement provider is prepared for the arrival of the student
- ◆ Meet the supervisor and other staff
- ◆ Find out how to get to the workplace and how long the journey may take.
- ◆ Find out what the company regulations are with regard to COVID restrictions.

Not all companies can accommodate or will require a pre-placement interview but it remains the responsibility of the student to make contact with the placement provider to ask, and to make any necessary arrangements. **Parents/carers should not do so on their behalf**. Pre-placement interviews are great 'ice breakers' and will also allow the student the opportunity to 'practice run' the journey.

Information Given to Employers Before the start of any placement each employer is provided with information about the student they are about to receive into their work place. This information includes the name of the student, school and relevant medical details. In the case of an emergency, EBP Kent are the first point of contact for the employer, and they would then contact the school.

Pre-Preparation The Careers and Guidance Department will be in contact with the students via Teams, their school email and their Form Tutors. At the beginning of May the student will receive the details of their placement, their Work Experience Diaries, and be briefed on Health and Safety. It's important that the student completes the diary daily and maintains it neatly.

Health and Safety All students will receive a full H&S briefing at school before they go out on placement with the aim of ensuring they are aware of the possible dangers/hazards associated with young people in the work place, and also know what is expected of them. Students are required to comply with the safety regulations of the organisation where they are working, and any additional regulations with regard to COVID. Employers are asked to check that the student understands those safety regulations, to ensure that adequate supervision is given throughout the student's stay and to carry out a risk assessment of the tasks to be undertaken, bearing in mind the age and inexperience of the young person. Employers are made aware of their responsibilities to students on placement under the terms of the Health and Safety at Work Act (1974), the Health and Safety (Training for Employment) Regulations 1990, the Management of Health and Safety at Work Regulations 1992, and the Health and Safety (Young Persons) Regulations 1997. In addition, employers will be required to provide adequate insurance cover for students (ELI).

During The Placement

Travelling Expenses

It is the responsibility of the student, parents/carers to cover any travelling expenses to and from the work experience placement.

Each Day

It is important that students maintain good attendance and punctuality throughout the placement and observe the company's dress code at all times. If the student is unable to attend the placement for any reason it is important that someone telephones both the placement **and** the school. Please also inform us if the student will be 'off site' on any given day. Students should complete their work experience diary each day and maintain it neatly. There is an employer's evaluation form which should be completed by the placement supervisor on the last day, and your child can then add this to their CV as a reference.

Hours of Work These will be the normal hours worked by young employees of the organisation concerned. Students will normally be expected to work between the hours of 07.00 and 19.00 for a maximum of 8 hours per day, inclusive of breaks. Exceptions to these **MUST** be by agreement with parents, the school and EBPK.

Payment Students should not receive payment for work experience. In some cases the employer may offer assistance with fares and lunches, but this is not an expectation.

Recording and Assessment

All students will be given a work experience diary before beginning their placement as well as their job description giving details of hours of work, dress code and duties to be undertaken. Students will have been thoroughly briefed in school before the start of work experience nevertheless it would be extremely helpful if parents/carers could familiarise themselves with the contents of the diary and Job Description, and give support and encouragement for the duration of the placement. At the end of the placement, students should ask their workplace supervisor to sign off their diary, and this should then be returned to Mrs Blyghton on their first day back at school. Students who have successfully completed their work experience will be issued with a certificate, together with any employer feedback we receive; and their diary will also be returned to them at that time. Whilst your child is on work experience, a member of staff will, where practical, visit them in the workplace and complete page 37 of the diary. For this reason, students should have their diary with them at all times.

After Work Experience

At the end of the placement, we request that all students write a Thank You letter or offer some form of acknowledgment of gratitude to his employer, as a demonstration of their good manners. Please encourage your child to do so. Students will also be required to complete an on-line evaluation form which will provide us with feedback regarding how successful they felt the placement was. This will be completed in school wherever possible, and will enable us to assess the suitability of the placement for future use.