



Beths Grammar School

Work Experience Guidelines

for Parents / Carers

and

Year 11 Students

3rd – 7th October 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 are offering compulsory Work Experience Placements for all Year 11 students in the autumn of 2022.

It is important to remember that students are going to be taking part in activities that they are not used to; and that there are legal requirements which need to be fulfilled and a number of health and safety checks that must 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 Year 11 Work Experience period at Beths Grammar School are:

Monday 3 October to Friday 7 October 2022

Parents and Carers 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 (February 2022). 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 and parents / carers 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 Ms Blyghton and the Careers and Guidance Department on workexperience@beths.bexley.sch.uk.

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
- ◆ Numeracy 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 Year 11 Work Experience Programme will work

- ◆ Each student will need to find their own Work Experience Placement for the duration of the specific Work Experience week.
- ◆ The Careers and Guidance Department will keep in contact with the students via Teams, their school email address, the 'Show my Homework' app and their Form Tutors.
- ◆ Each student will be contacted by their Form Tutor or a member of the Careers Team during their Work Experience Placement.
- ◆ Each student will be expected to comply with any national regulations regarding COVID-19, and any specific requirements within the company.
- ◆ Some employers *may* want to interview the student before they confirm the placement. If this situation occurs, the Careers and Guidance Department will support the student.
- ◆ Once all students have confirmed their placements, they must attend a compulsory Health and Safety briefing at school.
- ◆ The School will bear the cost of the Vetting and Health & Safety checks that EBPK will carry out for each Work Experience Placement.

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 ensuring that all placements fulfil Health and Safety legal requirements and have the correct ELI Insurance cover.

The school will pay a standard fee for this service, which covers any placements in **Bexley borough** or **Kent**. However, the cost will be higher for placements outside of this area (including Bromley and Central London) and we may ask you to contribute to the additional charge. **We encourage all students to find local placements if possible.**

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 Ms Blyghton.

Finding a Work Experience Placement

Health Declaration Form (Lilac)

This must be completed by all students before Friday 4 March. 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).

Self-Placement Form (Green)

Each student will need to find their own Work Experience Placement for the duration of the Work Experience week. Once the placement has been agreed & confirmed with the Placement Provider, **students will need to complete the green Self-Placement Form before Friday 22 April.**

Wherever possible, please avoid close family connections and friends, or familiar environments as, whilst they may seem like an ideal solution, they do not necessarily allow the student to 'grow' from the experience, which is 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 their family or a close friend. If this is likely to cause problems, please discuss the matter with Ms 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. Please note that we **cannot** authorise Work Experience Placements abroad, Sole Traders or where a student is placed with a mobile worker.

The deadline for the Health Declaration Form is Friday 3 March 2022.

The Self-Placement Form is due by Friday 22 April 2022.

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 23 September 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, the school are the first point of contact for the employer. Parents would need to contact the school if they have any queries/concerns.

Pre-Preparation

The Careers and Guidance Department will be in contact with the students via Teams, their school email, the 'Show my Homework' app and their Form Tutors. During September 2022 the students will receive their Work Experience diaries and be briefed on Health and Safety. It is important that students complete the diary daily and maintain it neatly.

Three-Part Agreement

Prior to the Work Experience, a three-part Contract will need to be signed by the student, parent and Employer. This is to ensure that all parties' responsibilities are agreed. This will be issued to parties in May / June 2022.

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).

EBPK will provide students with information to help them prepare for their Work Experience Placement including travel, appropriate interactions, requests and expectations.

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' during the placement 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 the student 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 08.00 and 18.00 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 school on their first day back. Students who have successfully completed their Work Experience will be issued with a certificate, together with any employer feedback we receive.

Whilst the student is on Work Experience, their Form Tutor or a member of the Careers Team will contact them to see how they are finding the placement.

After Work Experience

At the end of the placement, we request that all students write a Thank You letter, email or offer some form of acknowledgment of gratitude to their 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.