



Work Experience Guidelines for Parents / Carers and Year 12 Students 2023

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.

It's 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 will use the **Unifrog Placement Tool** and will provide a Health and Safety and Safeguarding briefing for all students taking part in an in-person placement. The School will ensure that work experience is safe, enjoyable and beneficial for the students who take part.

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

Monday 3 July to Friday 7 July 2023

During this week there will be no lessons for the whole of year 12 and all year 12 students will be taking part in work experience. **It is the responsibility of the students to find their own work experience placement and the deadline is Monday 17 April 2023.**

If a student finds a placement after this deadline we may not be able to make the necessary checks in terms of Health and Safety, Risk Assessments and Insurance. The safety of our students is a priority, and we will do our utmost to check all placements, but it is our hope that with several months and three school holidays (Christmas, February Half Term and Easter) all students will be able to secure a placement **by 17 April.**

Any students not finding an in-person placement will undertake virtual work experience for the week. The Careers Team will provide information on appropriate virtual schemes which will be available to students during the week of 3-7 July but it will be the responsibility of students to secure a place. Any student who does not secure an in-person placement or virtual work experience will be required to attend school for 3-7 July and will be allocated tasks within the school community.

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. The school will support students by giving tips on contacting employers via phone and email, and advice on writing a CV.

We hope this guide will answer 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 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
- ◆ 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





Unifrog Placement Tool

The Beths Careers Team uses the [Unifrog](#) careers and destinations platform throughout the school and will use the Placements Tool to help manage the administration behind the process for both in-person and virtual placements.

- ◆ Students will complete the Student Initial Form, and be able to reflect on their experience at the end of their placement
- ◆ Employers will confirm that they follow best practices in Health and Safety; Covid safety; Risk Assessment; Insurance; GDPR
- ◆ Parents/Carers will stay informed of what's happening
- ◆ Staff will have an overview of the whole process, including knowing at any time the status of each placement.

The Unifrog Placement Tool is a series of forms which needs to be completed by specific people at specific times. As soon as one person fills in a form the next person is notified, so the whole process runs smoothly and automatically. A list of questions that make up each form is included at the end of this document.

Student Initial Form is completed by the Student and contains basic information about the Placement.

Employer Initial Form is completed by the Employer. In it the employer will describe what the Placement will consist of, and will confirm the Insurance details, Risk Assessment and Health and Safety policies as well as GDPR and COVID safety compliance.

In the **Parent / Guardian Agreement** the Parent agrees for the Placement to go ahead.

School Permission The final permission before the placement goes ahead. We **will not** confirm the placement unless we are completely satisfied with all the information that we've received from the student, employer and parent.

Completing the Student Initial Form Students should complete the Student Initial Form as soon as they've found their placement. The Careers Team will provide specific instructions on how to do this. It is imperative that the information is correct, and students should pay particular attention to the spelling of email addresses. We ask that **parents monitor the information** that their child enters on the Student Initial Form. Once the form is completed only the student can change the information, so it's very important that the initial information is correct.

Medical Information The Student Initial Form and the Parent / Guardian Agreement both ask for information about any special needs, illnesses or injuries that may affect the placement. It's important that any relevant information is shared with the employer. The school will share any information regarding medical or educational needs with the employer to ensure that work experience is a safe and beneficial experience for all students.



Guidelines for In-Person Work Experience

Working with family and friends We understand that students will use their family and friends' networks in order to secure a work experience placement. Students can use family and friends to *find* a placement but we strongly discourage students from working closely with a family member or close family friend. Wherever possible, we would encourage students to 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.

University Programmes Some of our students apply to University Programmes, for example, the Reading Scholars Programme and occasionally these schemes clash with our designated Work Experience week. In order not to disadvantage these students the school is happy to support them undertaking work experience at another time, preferably during July or the summer holiday. Students may apply for University Programmes, but may not be accepted, so should also find a work experience placement for 3-7 July. Any students finding themselves with two choices will be dealt with on a case-by-case basis.

Work Experience outside of the designated week Some students will find a work experience placement outside of the designated week (3-7 July). Any students who would like to undertake work experience at a different time must prove that it's a high-quality placement that relates to what they want to do, and something that can only be done at that particular time, rather than during the summer holidays. All alternative-date work experience will be considered on a case-by-case basis.

Lone traders Students should not find a placement with any lone traders, or from people working from home because of safeguarding. The work experience placement should be in an office or other professional environment. 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.

Hybrid working Since the pandemic the practices of many workplaces has changed. Students should aim to find a placement where they can work from a workplace for the whole week, but if they are unable to do so the school will approve a placement that contains an element of hybrid working. The majority of the placement must be in a workplace. If the student is required to work from home for part of the week they must be set designated tasks by the employer.

Working abroad Please note that we cannot authorise work experience placements abroad.



Before the Placement

Pre-Placement Phone Call or Visit All students **must** contact 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 June 2023**. 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 is the first point of contact**. The school will contact each employer prior to the designated work experience week with instructions on who to contact in case of a problem / safeguarding or behaviour concerns.

Health and Safety All students will receive a full **Health and Safety** and **Safeguarding** briefing at school before they go out on placement with the aim of ensuring they are aware of the possible dangers associated with young people in the workplace, 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, or be 'off site' on any given day, it is important that someone telephones both the placement **and** the school.

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 and the school.

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.

After the Placement

Thank you to employer 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 the employer, as a demonstration of their good manners. Please encourage your child to do so.

Student and Employer Evaluations After the placement both the employer and student will complete the Unifrog review and reflection forms. These evaluations will provide the school with feedback regarding how successful the placement was and create a permanent record for students to use on university and employment applications in the future.

Virtual Work Experience

All students **should** find an in-person work experience placement. If they fail to do so they will be required to undertake a whole week of virtual work experience or an online MOOC. The Careers Team shares a great deal of information from different organisations who provide opportunities of this kind, including [Springpod](#) and [Speakers for Schools](#). Students should **only** undertake virtual work experience if they are unable to find an in-person Placement. Virtual work experience should **not** be the first option for any student. After the deadline for the in-person work experience (**17 April**) the Careers Team will identify and contact those students who have been unable to secure an in-person placement. The Careers Team will **not** find placements for these students, but will require confirmation of the virtual scheme that they are undertaking. All students, including those taking part in virtual work experience, will be required to complete the Student Reflection Form and provide proof of completion of the particular scheme.

Please note All the information in this booklet is correct at the time of production (November 2022).



Unifrog Placement Tool

These are the questions on each of the Unifrog Placement Tool forms.

Student initial form

- School placement coordinator name
- Name of business / organisation
- Start and End dates
- Employer placement lead name and email address
- Placement address
- Is this the workplace where you'll be based throughout the placement?
- Will you live at home as normal during the placement?
- How will you travel to and from the placement?
- Do you have any special needs, illnesses or injuries that may affect your placement?
(the answer to this question is kept confidential from the parent / guardian)
- Parent / guardian (who must also be your emergency contact) name and email address
- Do you agree to abide by confidentiality, safety, and absence rules?

Employer initial form

- Employer placement lead name, job title, email address, phone number
- Company's sector and number of employees
- What languages do students need to be able to speak?
- Have you hosted a placement before?
- Will the student ever be with an adult without another adult being present?
- Overview of the placement
- Does the placement and its environment carry any specific health risks additional to a low risk workplace?
- Dress code
- Is PPE or other special safety equipment required?
- Working hours
- Eating and refreshment arrangements
- Confirm that your Employers' Liability Insurance policy covers work placements
- Insurance provider, policy number, expiry date
- Confirm that your company has a written, up to date and appropriate Risk Assessment
- Confirm that your company has a written, up to date and appropriate Health & Safety policy
- Confirm that your company will abide by data protection and privacy law



Parent / guardian agreement

- Name, email address and phone number
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement

School permission

- Name of school staff
- Permission for the placement to happen

Employer review form

- Employer placement lead name
- Did the placement happen?
- Punctuality and reliability rating
- Overall attitude rating
- Communication rating
- Problem solving rating
- Teamwork rating
- Independence rating
- Strongest competency, and example
- What you think the student should work on
- Would you be happy to host another placement student?

Student reflection

- One thing you learnt through doing the placement
- What you did during the placement of which you're most proud
- How doing the placement impacted on your plans for the future
- How likely is it that you would recommend this placement to a friend?