



Beths Grammar School

Work Experience Guidelines

For Parents/Carers

and

Year 10 Students

2019

Welcome to our Work Experience Parents Evening.

Over the years the Work Experience Programme at Beths Grammar School has proved to be very successful. Work experience prepares our students for the world of work and each year we receive extremely positive feedback reports for all our students.

Our parents evening and this information pack are designed to inform you of the processes and procedures attached to organising work experience; and to acquaint you with the paperwork and the legal requirements, so as to ensure that you are in a position to fully support your son through his work experience placement.

The Work Experience Programme is very closely monitored and evaluated; and this includes seeking the views of parents, and we therefore welcome your comments on any aspect of our programme at Beths.

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Introduction

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.

Each year our Year 10 students take part in the Work Experience Programme, and the opportunity to undertake this period of work related learning remains as important as ever to your son's personal development.

It is, however, 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 son and the employers to ensure that work experience is safe, enjoyable and beneficial for the students who take part.

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

Monday 1st July to Friday 12th July 2019.

Parents have an important role to play in encouraging and guiding their son; in helping them to find a suitable placement, and in supporting the School's Work Experience (W/Exp) Co-ordinator 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 expectation is that our students will find their own Work Experience placements themselves (Own Find), however Mrs Game, our Work Experience Co-ordinator, is always there to provide help and support if needed.

Background

Student Questionnaire (Yellow): All students have been issued with a Questionnaire which should have been completed and **returned to Mrs Game by Friday 14th September 2018.** We appreciate your support in ensuring that this has been duly completed and returned.

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.

These aims are met throughout the Work Experience Programme in Year 10 but are not confined to the period of work experience.

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.

In order to meet these aims the placement **need not** be directly linked with your son's career ideas.

Employability Skills

Work experience gives our young people 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

Securing Your Work Experience Placement

Finding Placements

Our students are actively encouraged to find their own work experience placement as part of the "experience of work".

In order to do so, they may well need to write formal business-style letters/emails and possibly also make telephone calls themselves. The layout and content of their letters can influence a potential placement provider, as can their approach and manner on the telephone. Help will be provided with this during Registration and PSHE at school, and your son will also find some extra help on Fronter. Some help from parents/carers, in terms of checking the layout, grammar and spelling could also be very useful, but parents/carers should avoid writing the letters themselves!

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 Game, who will be happy to advise you.

Similarly, students who wish to undertake their work experience at a primary school should see Mrs Game who will offer advice as to where placements are likely to be available in the borough. 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. For example; due to legal reasons, placements undertaken on (or near) water will not be approved or authorised for students under 16 years of age. Other restrictions include where the premises or supervision set-up is deemed inappropriate for a young person. 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. Placements abroad can offer wonderful opportunities for students however, there is no system in place to mitigate risks. We **cannot** authorise Work Experience Placements abroad. We recommend that, should any student secure a placement abroad, parents make private arrangements during the school holidays. Please note that **students will still be expected** to complete an authorised two week placement via the school.

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 Game.

School Placements

Each year we are fortunate enough to secure some extremely good placements in a variety of business areas and types. It is recommended that students speak to Mrs Game in the LRC

office for details of school placements if they are unable to secure a placement for themselves. Students will be expected to have made every effort to find a placement for themselves before being issued with a school placement.

As every effort is made to ensure that the right student is matched to any school placements, they may be asked to attend a short interview with Mrs Game to assess their suitability and **commitment is essential**.

Your son will be asked to write a letter introducing himself to the company. This must be returned to Mrs Game at school with the placement form and **should not** be posted direct. **The deadline for a school placement is Friday 1st March 2019.**

Once a placement has been secured, and the paperwork (blue "school find" form) has been passed to Mrs Game; a three-part Agreement Form will be issued which will need to be signed by the **student**, the **placement provider** and a **parent/carer**, and then returned to Mrs Game by, **Monday 3rd June 2019.**

Confirming Your Work Experience Placement

The Paper Work

You will have been issued with a (**Green**) 'Own Find' placement form this evening and once he has secured his placement, your son will need to have this form completed and signed by the placement provider. (A copy of their Employer Liability insurance certificate would also be helpful.)

Students must hand in all completed 'Own Find' (green) placement forms to Mrs Game by no later than **Monday 18th February 2019**

Health Declaration Form (Lilac): This must be completed for all students by Friday 12th October 2018. 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 your son's performance on his placement (for example: Dyslexia).

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 ELI 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 – as per the table below.

Low Risk	Med/High Risk	Out of County
£20.00 per student per placement	£45.00 per student per placement	£ 60.00 per check

If a student chooses to take two one week placements you will be invoiced for the additional fee, which we will cap at £20.

If after a student has secured a placement and EBPK have already carried out their checks, the student seeks to change his placement, you will be invoiced for the additional fee to EBPK. It is important, therefore, that students are committed to their placements.

Before You Go On Work Experience

Pre-Placement Visits

All students **must** telephone the placement provider to arrange a pre-placement visit with them before their placement begins. Please note: pre-placement visits **should not be arranged during school time**.

As this should ideally take place 3 - 4 weeks before work experience begins, we suggest the ideal time for his visit is during May Half Term: **Monday 27th May to Friday 31st May 2019**.

All students are expected to have completed their pre-placement visit by no later than **Monday 3rd June 2019** and where a three part contract is also required (i.e. for a school arranged placement) this must be returned by this date.

A pre-placement visit will enable the student to:

- ◆ Be assured that the placement provider is prepared for his arrival
- ◆ Meet his supervisor and other staff
- ◆ Find out how to get to the workplace and how long the journey may take.

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 him the opportunity to 'practice run' the journey. **Please note:** The three-part contract **must still be completed** and returned to school, even if no pre-placement interview is required.

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 home address, telephone number and emergency contact details, relevant medical details of the student as well as details of the school. An employer may use this information if a student becomes ill, or there is an emergency outside normal school hours. The school will only provide employers with sufficient and relevant information to ensure adequate levels of supervision.

Pre-Preparation

Students will receive work experience preparation during PSHE sessions and each student will be issued with 1) his personal job description and 2) his diary. Please ensure that he completes this daily and maintains it neatly.

Health and Safety

All students 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.

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).

Travelling Expenses

It is the parents'/carers' responsibility to cover any travelling expenses to and from the work experience placement. If your son does not already have an Oyster Photo-card and he will be buying travel tickets, please make sure he acquires one **BEFORE** his first day, as they seldom look their age when not in school uniform, and this can provide a good proof of age.

All Y10 students can apply for an 11-15 Zip Oyster photocard to travel free on buses and trams, and child rate on Tube, DLR, London Overground, TfL Rail and most National Rail services in London (*please refer to the TFL website for terms and conditions*).

During The 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, details of which will usually be indicated on the job description.

If the student is unable to attend the placement for any reason, or is unwell, it is important that someone telephones both the placement **and** the school. We would also like to know if the

student will be 'off site' on any given day, so as to avoid any unnecessary or wasted journeys by visiting members of staff.

Students should complete their work experience diary each day and maintain it neatly. There is an employer's evaluation form on pages 30/31 which should be completed by the placement supervisor on the last day, and your son can then add this to his CV as a reference.

Students are likely to be working longer hours than they are used to and sometimes travelling greater distances too, and this can be mentally and physically draining for them. For this reason it is advisable that they get some early nights while on work experience.

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 of the work experience provider.

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 (pages 30/31), and this should then be returned to Mrs Game on their first day back at school.

Students who have successfully completed their work experience will be issued with a certificate at the start of the new term (Year 11), together with any employer feedback we receive; and their diary will also be returned to them at that time. Students who have 'Outstanding' feedback from their placements will be put forward for the "Work Experience Student of the Year" award.

Whilst your son is on work experience, a member of staff will, where practical, visit him in the workplace and complete page 37 of his diary. For this reason, he should have his diary with him 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 him to do so.

Students will also be required to complete an on-line evaluation form via Fronter which will provide us with feedback regarding how successful he 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.

Parental Support

Parental support is vital to the success of work experience. Parents/carers can support their sons (and the school) in many ways:

- Encourage him to write letters/emails and if he does not receive a reply, encourage him to follow them up quickly with phone calls. Few companies will appreciate that he has such an early deadline to meet. However, **please refrain from writing the letters and making the phone calls for him.** Remember, this is all part of the “experience” for him.
- **Don't Delay!** The best placements always go very quickly so encourage him to start seeking a placement **NOW**. If he is looking for a specific type of placement or one in a specific location, he may find it useful to use some of the on-line directories, such as 'yell.com' or 'thomweb.co.uk' .
- Make sure he is well prepared **BEFORE** his first day. He needs to know where to go, how to get there (and home again!) what his lunch arrangements will be (will he need a packed lunch?), who he should ask for on his first day, and what he should wear. These are all things he may be told about at a pre-placement interview, but if not, he needs to telephone and ask.

And Finally

We hope this guide will have answered any questions you may have about your son's work experience. However, should you require any further help or advice, please feel free to contact Mrs Game, who will be only too happy to assist you.