

July 2017

## **Parents'/Carers' Guide to Work Experience** **Monday 25<sup>th</sup> June to Friday 29<sup>th</sup> June 2018**

### **What is a Work Experience Placement?**

A Work Experience Placement is primarily an educational activity which gives students an insight into the world of work from Year 10 onwards.

### **When will students participate in a Work Experience Placement?**

Monday, 25<sup>th</sup> June until Friday, 29<sup>th</sup> June inclusive. All students at Ormiston Venture Academy are required to complete work experience and it is the students responsibility to find a suitable placement.

### **How do students benefit from a Work Experience Placements?**

Following a period of Work Experience it is hoped that they may have developed:

- More confidence
- Improved self esteem
- Ability to communicate with adults
- Improved timekeeping
- Additional practical work skills
- Team working
- Problem Solving skills

### **What type of work can students do?**

There are a wide variety of placements available and there are very few occupational placements that are prohibited to a student. In some cases legislation imposes restrictions on the type of work which students can do under Work Experience Placements. These restrictions are designed to protect students from occupations unsuitable for them. Due to a student's inexperience and age some tasks may only be completed under strict supervision or may, in exceptional circumstances, be observation only. The emphasis, however, is always on trying to provide an interesting and well balanced placement.

### **How are Work Experience Placements Organised?**

***It is the responsibility of students to contact employers to find a suitable placement.*** Once this has been agreed, the Academy will request that Norfolk County Council arranges for a health and safety check on that employer to ensure they meet the standards specified by Government. Students should:-

- Spend time preparing for the placement through discussion and research in class and in the home.
- Record their learning during their placement in a diary or journal.
- Share their knowledge and experience with fellow students on returning to the Academy.
- Ask for a reference from the Employer at the end of their placement

### **How much are students paid whilst on Work Experience Placements?**

Students must **not** be paid whilst on Work Experience Placement, as it is part of their education curriculum and payment may invalidate insurance arrangements.

### **What hours can a student work whilst on a Work Experience Placement?**

It is recommended that students should not work for more than 5 days in any consecutive seven day period. The number of hours worked together with the pattern of work is normally a matter of agreement by the placement provider, school and students. They should not work excessively long hours or unnecessarily unsocial hours and should not work more than 40 hours per week. For guidance on the Working Time Directive please look at the [www.direct.gov.uk](http://www.direct.gov.uk) website.

### **Are there particular Health & Safety considerations?**

In the workplace the primary duties relating to the **Health & Safety at Work Act (1974)** rest with the employer. **The Health & Safety (Training for Employment) Regulations 1990** extended the meaning of the term ‘**employee**’ to include students on Work Experience Placements. Students are required to comply with the safety regulations of the organisation where they are working. It is their duty to take reasonable care for the Health & Safety of themselves and anyone else who may be affected by their actions or omissions.

In addition, the Management of Health & Safety at Work Regulations 1999, require the employer to undertake an assessment of the risks to students before they start the placement. Information on this risk assessment and appropriate control measures will be made available to Parents/Carers prior to the commencement of the period of Work Experience.

**Parents and Carers are reminded of the necessity to notify the Academy of any medical condition that might influence the type of placement that a student may choose. Failure to do so could contribute to injury of a student or other party at the workplace.**

Information should be provided on the Work Experience Self Placement Form. This practice further contributes to the safeguarding of students whilst they are on placement.

### **What Insurance Cover is required?**

It is a requirement that all employers hold a current Employer Liability Insurance and that this insurance covers a student whilst on placement. It is also recommended that valid Public Liability Insurance is held by the employer.

### **Students use of social media while on placement**

Parents/carers should remind students about the appropriate and proportionate use of social media from their personal accounts in relation to their placement, both while they are on placement and also once the placement has finished. Individual school's IT and Social Media policies cover student's use of equipment and various social media platforms. Students should ensure that they follow the guidelines set.

### **How can Parents/Carers help?**

Young people need to be motivated and determined if they are to benefit from the opportunities that a Work Experience Placement presents. Parents/Carers should encourage their son/daughter to think of the type of placement that they believe they would like to have. **Please contact Mrs Saiche before approaching employers from outside the Norfolk area**; this is due to extra charges we may be requested to pay for a health and safety visit.

**All forms must be returned to Mrs Saiche by Friday 20<sup>th</sup> October.**

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**Searching for a Placement**

This isn't difficult as long as you are motivated and well organised. But just like searching for a real job you might have to approach more than one employer. Don't get put off if the first one you contact says "No". So get cracking early and you will get the widest choice of placements.

**Step one – Choose the sort of place you would like to go to**

- If you have an idea of your chosen career path, try and source a placement that is linked with it.
- The main thing is to get a good experience of an adult work environment, being there on time, being polite etc.
- Think about the sort of environment you might want to experience, for example, indoors - office, primary school, shop, factory, or outdoors - forest!
- Also think about what type of work you want to do, for example, office work, retail, practical work, childcare, food preparation.
- You should also discuss your placement ideas with your Parents/Carers so they can give you ideas, advice, support and encouragement.
- Use the [helpyouchoose.org](http://helpyouchoose.org) website to help you.

Many students want placements in hospitals, TV/radio studios, Vets, football clubs – you might be lucky, but don't bet on it. You stand a much better chance of being offered a placement if you have friends or family working in these fields. If you are keen – go for it! Approach these early so, if you aren't lucky, you can still try for something else. If you need any ideas for a placement, please see Mrs Saiche in the LRC.

**Step two – Finding out what's available**

You will be responsible for arranging your own placement with an employer. The sooner you start making enquiries the more likely you are to get the kind of work experience you want.

- Ask Parents/Carers or family friends. Many work experience placements are arranged by people we know.
- Telephone or visit local employers. Before you phone plan what you are going to say and what you need to ask. Have a pen and paper ready to write down what you are told and what you may need to do next.
- Ask to speak to someone about work experience and take the name of the person who you speak to.

- Explain who you are and which school you attend.
- Say why you are interested in the type of work the company is involved in and that you would like to learn more by spending your work experience placement with them.
- Know the dates of your work experience week. **(25th June – 29<sup>th</sup> June 2018)**.
- Know how the employer can contact you with an answer (telephone, email or letter).
- Be cheerful, polite and clear

The employer will probably want you to put your request in writing. It takes guts to phone – the employer will appreciate it!

You might have to complete an application form and be interviewed, just as you might if you were applying for paid work.

### **Step three – When you have found a placement**

Make sure you get the Self Generated Request Form completed by the employer and return this to Mrs A Saiche by Friday 20<sup>th</sup> October 2017.

**Work Experience Self Placement Form**  
**Monday 25th June – Friday 29<sup>th</sup> June 2018**

<b>Student Name:</b>	<b>Male:</b>	<b>Female:</b>
<b>Form:</b>	<b>School: Ormiston Venture Academy</b>	
<b>Date of Birth:</b>	<b>Home Tel No:</b>	

**Health declaration:**

In order to ensure that there are no unnecessary risks to the Health & Safety of this student or the Health & Safety of another person, please indicate below any medical condition/SEN needs which the employer should be made aware of (eg: asthma etc).

**To the student:**

As the student named above I agree to take part in this work experience scheme. I also agree to hold in confidence any information about the employers business which I may obtain during this work period, and not to disclose such information to another person without the employer's permission. I also agree to observe all safety, security and other regulations laid down by the employer and made known to me either by the employers representatives or by displayed instructions.

Student Signature:

Date:

**To the Parent/Carer:**

As the parent/carers of the student named above I confirm that I have read and understood this form and agree to his/her taking part in the scheme and understand that he/she will observe the conditions set out. I confirm the information on this form can be passed to the placement provider if necessary.

Parent/Carer:

Signature:

Date:

(Please give this form to the employer to complete details overleaf)

**To be completed by the employer**

Thank you for agreeing to take the student named overleaf on Work Experience. We would be grateful if you could complete the following before signing the form below.

<b>Company name</b>	
<b>Placement address</b>	
<b>Postcode</b>	
<b>Email address</b>	
<b>Telephone</b>	
<b>Placement title</b>	
<b>Working days/times</b>	
<b>Meal breaks</b>	
<b>Appropriate clothing</b>	
<b>Job description (key tasks to be completed)</b>	
<b>Interview/Meeting required Y/N</b>	

**Employers Liability Insurance Details**

**Insurance company:**

**Policy no:**

**Expiry date:**

**Without employers liability we cannot authorise the placement. Public liability alone will not suffice. Notify your insurance company before agreeing to a placement to avoid cancellation of the placement at a later date. Information can be found on [www.hse.gov.uk](http://www.hse.gov.uk).**

By signing this form you are agreeing to provide a placement to the named student and may be contacted with regard to a health and safety check.

**Please make a note of the dates on which the student is due to undertake Work Experience:  
Monday 25th June until and including Friday 29<sup>th</sup> June 2018**

**PLACEMENT AUTHORISED BY:**

**Contact Name:**

**Position:**

**Signature:**

**Date:**

**Please could you return the completed form to Alex Saiche, Ormiston Venture Academy  
or scan and email a signed copy to [asaiche@ormistonventureacademy.co.uk](mailto:asaiche@ormistonventureacademy.co.uk)**

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Dear Employer/Work Experience Partner

**Work Experience - Ormiston Venture Academy**  
**Monday 25th June to Friday 29<sup>th</sup> June 2018**

Please find attached a 'Work Experience Self Placement Form' (WE3) for a Year 10 Ormiston Venture Academy student.

We at Ormiston Venture Academy believe work experience is a vital and valuable part of our student's curriculum. We hope that the experience students gain will be a lifelong learning tool for their adult life and future career. Most importantly, we hope students will gain the attributes required to be a successful employee in this difficult economic climate. We understand how much time and effort employers contribute to ensuring the success of a student's placement and thank you in advance for this. Work experience makes a significant impact on our students' future outlook of the world of work and we are sincerely grateful for the time and effort employers contribute.

As last year, to gain further confidence, independence and responsibility, we have encouraged all students to self-generate a placement themselves. We have given our students a WE3 form to be completed by all involved. The student and their Parent/Carer have been requested to complete the form initially (page 1). Could you please complete page 2 of the WE3 form so that the student can return it by the set deadline of Friday 20<sup>th</sup> October.

For your records, please make a note of the student and the date that you will be offering the placement (Monday 25th June – Friday 29<sup>th</sup> June 2018). Once we have received the WE3 form back from you, we will arrange for the health & safety check to be completed by the Work Placement Support Service. Providing the check is successful we will contact you (normally around June time) on behalf of the student.

We hope that the above is self-explanatory however please do not hesitate to contact me if you require further information or assistance. Once again on behalf of Ormiston Venture Academy, thank you for supporting our students and please do not hesitate to contact me if you would like to discuss the work experience programme further.

Yours sincerely

Mrs Alex Saiche

**Guidance and Pathways Coordinator**

[asaiche@ormistonventureacademy.co.uk](mailto:asaiche@ormistonventureacademy.co.uk)

01493 662966 Ext 301

## **Employers' Guide to Work Experience**

### **What is Work Experience?**

Work experience is primarily an educational activity, which enables students to make the transition from school to employment. By providing them with the opportunity to become familiar with a genuine working situation they gain an insight into the world of work and experience its disciplines and relationships.

### **How do students benefit from Work Experience?**

Following a period of work experience it is hoped that students may approach their own entry to employment with more confidence and understanding. Students develop realistic, positive and challenging aspirations. They quickly learn the relevance and significance in the workplace of subject content and skills being taught at school. Additionally, they grow in awareness of economic and industrial society; experience the skills of working with adults and appreciate the importance of teamwork, individuality and appropriate workplace behaviour.

### **How long is a Work Experience programme?**

Most students will spend one or two weeks with an employer, though on occasions, employers may assist with a placement for 1 or 2 days over a longer period of time, perhaps even a school term or more.

### **When can students participate in Work Experience?**

Students can participate in Work Experience from Year 10 upwards.

### **What type of work can students do?**

Students clearly cannot perform tasks that require months or years of training. However, it is important that they are involved in real tasks accompanied by real responsibility, with practical activities. In all cases the emphasis should be on participation rather than observation.

In general, students are able to undertake any work that they would be able to had they left school. If there is any doubt about the suitability of an occupation, reference should be made to either the school or the Health and Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk)) or RoSPA ([www.rospa.com](http://www.rospa.com)) where information can be found. However, you must take into consideration the student's physical and psychological capacity and of any particular needs, for example due to any health conditions, special educational needs and disabilities

### **Is Work Experience of benefit to employers?**

Participation in work experience offers development opportunities to your staff. Acting as a mentor, role model or supervisor will broaden their experience of people outside the organisation. In addition, it enables the employer to develop recruitment channels through links with education, and raises the profile of the organisation within the local community.

### **How much are students paid whilst on Work Experience?**

Students must not be paid whilst on Work Experience, as it is an educational experience and payment may invalidate insurance arrangements. However, employers may wish to make a contribution to expenses; e.g. fares and meals.

### **What hours can a student work whilst on Work Experience?**

Students can work the same hours as other young employees for the duration of their placement. The student's hours should not exceed 40 in any one week, with 2 days free. Weekend work is permitted but only with the student's/parents/carers agreement, and should not include a Saturday and Sunday in the same week. The hours should comply with the Working Time Regulations ([www.direct.gov.uk](http://www.direct.gov.uk) for more information).

### **Are there particular Health and Safety considerations?**

In the workplace, the primary duty relating to the **Health & Safety at Work Act (1974)** rests with the employer. The **Health & Safety (Training for Employment) Regulations 1990** extended the meaning of the term '**employee**' to include students on Work Experience. Therefore, it is the duty of students to take reasonable care for their Health & Safety and anyone else who may be affected by their actions or omissions.

In addition, the **Health & Safety (Young Persons) Regulations 1999** require the employer to undertake a risk assessment before Students start the placement. The employer should take account of the students' inexperience and lack of awareness of the hazards associated with the workplace and ensures that measures are in place and implemented to safeguard them. This risk assessment will be made available to school/student/ parent/carer.

Whilst on placement, it is essential that there should be an **Induction** to the workplace. This should include an explanation of the safety precautions observed in the particular industry, including procedures relating to accidents, first aid, fire and emergencies, and the reasons for them.

The students will be under the supervision and care of individual employees, who will need to know the purpose of Work Experience and to be aware of their responsibilities towards the students.

### **What insurance cover is required?**

There is a legal requirement for employers to have **Employer Liability Insurance** which must cover students on Work Experience, though there are some exemptions to this. Employers should notify their insurance company that a student will be participating in Work Experience during a given period. It is recommended that employers also hold Public Liability Insurance.

### **Finally....**

We would like to thank you for supporting our students during such an important and informative part of their educational career.

If you have any questions, please contact Mrs A Saiche on 01493 662966 ext 301

Mrs Alex Saiche

**Guidance and Pathways Coordinator**

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