



Year 10 Work Experience

Monday 4th to Friday 8th February 2019

Information for Parents and Carers

Contents

1. Why we offer work experience
2. How we organise placements
3. Securing a placement
4. Data protection
5. Medical needs
6. Additional support
7. Safeguarding
8. Absence
9. Financial support
10. Contact details

1. Why we offer work experience

A recent survey showed two thirds of employers look for candidates with relevant work experience because it helps them prepare for work and develop general business awareness.

(UCAS website Jan 2017)

All Longfield pupils have the opportunity to experience work for one week as part of their PSHE education in year 10.

This allows them to

- Research suitable employers
- Analyse their own strengths and aptitudes and identify linked careers
- Prepare a CV
- Contact employers and apply for placements
- Work for one week
- Reflect on their work experience process.
- Identify their next steps as they move into year 11

Feedback from previous years shows that pupils find Work Experience valuable, allowing them to either eliminate a potential career from their thinking or clarify their career plans further.

2. How we organise placements

In order to give pupils a realistic experience of work our Work Experience process mirrors real life with pupils expected to identify suitable employers and apply for placements themselves.

This process is embedded in our PSHE work done throughout the year in subjects, PSHE sessions and Tutor time.

5 th July 2018	Work experience launch Parents information evening
6 th July 2018	Work experience assembly for all year 10 pupils. PSHE lesson on researching local employers and using Kudos.
22 nd October 2018	Deadline for return of blue placement forms
October 2018 to January 2019	Health and safety checks completed. Job descriptions prepared
7 th January 2019	Final deadline to receive information from Employers (white forms)
From 14 th January 2019	Work experience pack including job descriptions, work experience diaries and safeguarding instructions issued through form tutors.
14 th January to 2 nd February 2019	ALL pupils contact their placement to confirm they will be attending the placement and check first day arrangements
Monday 4 th to Friday 8 th February 2019	Work experience week
Monday 11 th February 2019	Debriefing session with Careers staff to plan next steps and update CVs etc

3. Securing a placement

Pupils should source their own placement by contacting employers and asking if it is possible to arrange a week-long placement from Monday 4th to Friday 8th February 2019.

This initial contact can be made by email, telephone or in writing.

An example of an email template can be found in the Work Experience page on the school website, along with other useful information. <https://www.longfield.uk.com/careers/work-experience/>

Work Experience Placement Form 2019 

This form should only be completed if you have arranged a work experience placement and the employer has confirmed the placement is available to you.

PLEASE USE BLOCK CAPITALS

To be completed by the pupil

Pupil Name _____ Tutor Group _____

Male Female (please tick)

You MUST give all employers' details and attach copies of any letters received from them.

When did you contact the employer? _____

How did you contact the employer? By letter by telephone in person

Who arranged this placement? Parent Friend You Other _____

Area of work (e.g. clerical, sales, engineering) : _____

To be completed by a parent/carer

I agree to the above pupil undertaking the above placement from Monday 4th to Friday 8th February 2019.

I understand that a placement will only be approved if

- all relevant information is provided by the employer before 7th January 2019 and
- the Designated Safeguarding Lead at Longfield Academy approves the placement.

I confirm that I have provided all the relevant health information overleaf.

I understand that if a placement is not approved by Longfield Academy my child must not attend.

I understand that if a placement is not approved, Longfield Academy will support my child in sourcing an alternative placement. If it is not possible to arrange an alternative placement then my child will attend school as normal.

Signed: _____ parent/carer

Print name: _____ Date: _____

Once pupils have sourced a suitable placement they should complete the blue placement form and return it to Mr Raw as soon as possible.

If pupils need help in finding a placement they should talk to Mr Raw or our Careers Adviser Gill Smith well before the deadline for return of completed forms.

**The deadline for the return of all forms is
Monday 22nd October 2018.**

4. Data protection

The information provided by the pupil and parents may be shared with employers either in writing or by telephone.

We may also need to share some basic information with employers. This is the information typically included on a CV for example date of birth, full name.

If you have any concerns about this, please speak to Mr Raw.

5. Medical needs

It may be necessary to inform employers of the medical conditions and needs of your child to ensure their safety whilst on placement.

Medical information - to be completed by a parent/carer

Pupil name: _____

I confirm that the pupil named above has the following allergies and/or medical conditions:

For which the following prescribed medication is needed
(please also state dosage):

Any other information which the employer should be made aware of:

I understand that Longfield Academy may have to pass on both medical and behavioural information to the employer to protect both my child and the work place. I agree to inform Longfield Academy if there are any changes to the information provided above before the start of the placement on Monday 4th February 2019.

In order for my son/daughter to take part in their work experience I give permission for this and any other relevant information to be shared with the work placement provider.

Signed: _____ Parent/carer

Date: _____

Completion of this form does not imply that the placement will go ahead; all placements must meet health and safety standards and have insurance.

Please complete the reverse of the blue form accurately and inform Mr Raw if there is a change in the medical needs of your child before their work experience placement begins.

Please note that any employer may refuse a placement if we are unable to provide the relevant health information.

6. Additional support

Some pupils will need additional support throughout the work experience process in order to have a successful placement.

Others need a bespoke experience of work, which may include visits to local colleges or a shorter experience of work in a very supportive environment. These pupils will be allocated a key worker who will work with the pupil and their parents/carers throughout the process.

All pupils allocated a key worker will find their details in the information pack provided at the Parent's Evening or by post afterwards.

Every year there are some pupils who struggle to find a placement for a variety of reasons. If your child is unable to source a suitable placement, please encourage him/her to let Mr Raw know as soon as possible.

7. Safeguarding

There is nothing more important than the safety of your child.

To ensure the safety of your child whilst on work experience we insist that employers hold Employer Liability Insurance. This is a statutory insurance that covers employees in the event of an accident at work. Pupils on Work Experience are considered as employees for the duration of their placement and are covered by this insurance.

In addition, we undertake checks to make sure that the placement is a suitable working environment for your child. The final decision on whether a placement can go ahead or not is made by our Designated Safeguarding Lead, Mrs A Payne.

If the pupil feels uncomfortable or unsafe at any time they must tell someone. Ideally, they should speak to their supervisor straight away but if that is not possible they should ring school on 01325 380815 as soon as possible and speak to Mr Raw or Gill Smith.

If the employer feels that a pupil's behaviour is unsafe they will withdraw the placement and inform school. In this case the pupil must return to school the next day and can expect to spend time reflecting on their behaviour.

On their first day of their placement pupils should expect some training on staying safe eg. what to do in the event of a fire, plus some information on the rules and regulations of their chosen workplace.

8. Absence

If your child will not be attending their placement for whatever reason they should ring their employer to let them know, using the contact details provided on their job description. They should also ring school and leave a message on the pupil absence line as usual.

If a pupil misses their Induction Training an employer is likely to say they are unable to undertake the rest of the placement.

We ask that no routine medical appointments are made for Work Experience week. If it is essential that your child misses some of their placement it must be arranged in advance with Mr Raw, who will liaise with the employer.

9. Financial support

Pupils who are in receipt of free school meals at the time of Work Experience are entitled to a £2 per day towards the cost of their lunch whilst on placement. Mr Raw will contact these pupils before Work Experience week to tell them when to collect their money.

If pupils are asked to provide their own safety equipment it may be possible to borrow it from school. Please contact Gill Smith to discuss this.



Contact details

Mr J Raw

Careers Lead

jraw@longfield.uk.com

Gill Smith

Careers Adviser

gillsmith@longfield.uk.com

Mrs A Payne

Designated Safeguarding Lead

apayne@longfield.uk.com

Tel: 01325 380815