

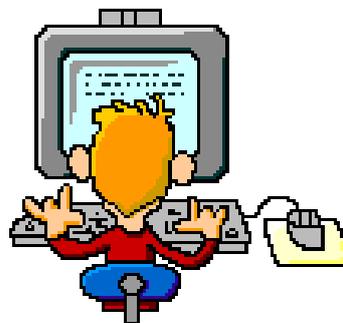


Year 10

Work Experience

Guide

2018



## Introduction

Dear Parents/Carers

The Work-related Learning curriculum offers your son/daughter the opportunity to experience an insight into the world of work. Year 10 students at Ely College will be offered the opportunity to take up a 5-day placement during 2-6 July 2018. This is **compulsory**; all Year 10 students are expected to attend work experience.

The aim of this booklet is to set out the framework for work experience (WEX) so that you have as much information as possible prior to and during the placement. A more detailed programme will be delivered during this autumn and the spring term.

Although work experience does give your son/daughter the insight to the world of work, it does not mean it has to be their chosen career. It could give them the opportunity of trying something new and fun. Work experience has been very successful in the past and has at times led to students acquiring part-time jobs from their placements which will help them, if and when, they go on to Further Education and or Higher Education and even when they are applying for full-time positions beyond these.

I do hope that you find this booklet informative and easy to follow, but should you have any questions, concerns or worries, please do not hesitate to contact me via telephone: 01353-652875 or email: [npritchett@elycollege.co.uk](mailto:npritchett@elycollege.co.uk)

Nikki Pritchett

**Work-related Learning Co-ordinator**



## **Important Dates:**

Parent Information Evening/Veryan (Database) Login Details:  
**7 November 2017**

Deadline for choosing an employer from the database: **9 February 2018**

Deadline for returning Student Own Placement Forms: **9 February 2018**

Employer Letter Deadline: **Summer Term 2018**

Work Experience Preparation Sessions: **Summer Term 2018**

Completed Student Paperwork Deadline: **25 May 2018**

Placement Dates: **2-6 July 2018**

Debrief Session: **9 July 2018**

Thank-you Cards: **w/c 9 July 2018**



Work experience enables young people to understand the importance of key skills such as communication, working in a team, independence and reliability. It highlights the formalities of work, such as dress-code, appropriate interactions and time-keeping and how these differ from the school environment.

Work experience is not an opportunity to have a practice run at a chosen career or job. It is therefore imperative that the expectations of both students and parents are realistic, even if students arrange their own placement, for example at a dental practice, it is highly unlikely that there will be any opportunity to undertake anything other than administrative duties and observations of key professionals at work. Employers try very hard to give our students a realistic view of their working environment, but they are constrained by rules and regulations appertaining to under 16's in the workplace.

### **Placements**

There are two kinds of placement for Work Experience (WEX), both necessitating a partnership between school, home, employers and The Employability Partnership (TEP).

TEP work very hard to secure as many placements with local employers as possible. However, with literally thousands of students across the county out on placements every year, it is becoming increasingly necessary and popular for students to arrange their own placements. However, there are strict protocols that must be adhered to or the placement may not be able to proceed.



## College/TEP Placements

TEP will send me details of all the employers who have agreed to take our students on a WEX placement.

During the Parent Information Evening, I will be giving out login details to the database so students are able to look at the variety of placements available to them. Students will be able to log in at home so they will be able to discuss with parents where they would like to go.

Students will need to choose **3** placements. **They will be required to write a statement for each one telling me why they want to go there.** They need to tell me which one is their first choice, second choice, etc. I cannot guarantee that they will get their first choice and in some cases, I may not be able to place them with any of their choices because there are not enough places at their chosen preference. If this happens, then I will have a discussion with your son/daughter and we will talk about an alternative placement. I make the decision on who is going to a placement on the basis of what is written in their statement.

### **THE DATABASE NEEDS COMPLETING BY 9 FEBRUARY 2018 LATEST.**

Once a placement has been agreed, I will send out to parents the job description and an Agreement. The Agreement is a document that needs signing by the student and a parent. It is essential that I receive the Agreement as soon as the student and a parent have signed it. **NO PLACEMENT CAN TAKE PLACE UNTIL THIS DOCUMENT HAS BEEN SIGNED AND RETURNED TO ME.** The Agreement puts in place essential undertakings and insurances, it also tells me that parents/carers have seen the information and know where their son/daughter is going.

**Students** will need to make contact with the employer once this information has been received. All students need to do this **BEFORE** the placement starts. Some employers are happy to talk over the telephone, but most like to meet the student and have an interview with them. Some employers will not sign their Agreement until this has happened.



## Student Own Placement (SOP)

Students who wish to arrange their own placements follow a slightly different pathway. It is the student's responsibility to locate and contact a prospective employer. **STUDENTS MUST NOT CONTACT ANY LOCAL EMPLOYER BEFORE THE DATABASE HAS BEEN RELEASED AND THEY MUST NOT CONTACT ANY EMPLOYER WHO IS ON THE DATABASE FOR A SOP. IF THEY DO, THIS MUST BE AN EXTRA PLACEMENT TO THE ONE THAT IS BEING OFFERED ON THE DATABASE.** This is because we need to be fair when placing students with an employer. There is no shortcut and no first come, first served.

In almost all circumstances, TEP and myself recommend that a student does not work under the direct supervision of parents or carers. It is however, usually acceptable for a student to apply for a placement within the same company.

If the employer is willing to take a student on a placement, the student must collect a SOP form from me as soon as possible. Parents and employers then complete the appropriate sections of the form and return it to me and before the published deadline. TEP will then visit the employer's premises to ensure compliance with health and safety and employment legislation. **All employers are required to have a Public Liability and Employer's Insurance.** If TEP are satisfied that everything is in order, they will let me know and I will send out the Job Description as confirmation of the placement being agreed.

As the employer will have already met the student, in the majority of cases, it may not be necessary for the pupil to attend another formal interview, but this is the decision for the employer. I would advise that the student should make a call still before they start the placement.



## Deadline for SOP's

The deadline for receipt of the SOP forms is **9 February 2018**. As mentioned earlier, thousands of students take up WEX placements every year and EP set their deadlines to ensure that there is sufficient time for their staff to process requests from all schools before their placements begin.

**Without TEP's approval no placement can be authorised.** Therefore, you must ensure that the paperwork is completed and returned as early as possible and within the published deadline. **SOP forms received after the deadline will not be processed and this could result in a pupil being without a placement.**

## WEX-Ability

At the beginning of the summer term, along with writing their letters to the employers, all students will take part in the WEX-Ability programme. This programme is to prepare students for their placements. It will cover topics such as Health & Safety, what to wear, Interview techniques, the benefits of work experience and their employability skills.



## Placement Workbooks and Visits

Before their placement begins, all students will be given a work experience book. These are provided by TEP. Students are asked to look after this book as it will be beneficial to them when they are completing their college application forms the following year.

There are a number of sections that students need to complete before and after the placement, but the main body of the work will be undertaken during the placement.

Students need to take the book with them to work **every** day. There are sections within the book that will need to be completed by the employer. It is important that pupils complete the book daily whilst their experiences are fresh in their mind. There will be an opportunity when the students return to school to reflect on their experiences of the work; the more information they have recorded the more they will benefit from it. Please support your son/daughter with this task by checking their booklet regularly and reminding them to complete it to the best of their ability.

Due to WEX only being a week, we are unable to visit every student in their placement, but will choose a variety of students to visit in the local area.



### **Attendance**

Your son/daughter is expected to attend the place of work during the hours stated on the job description. When students are choosing placements, they must ensure that they are able to commute to and from work. If there is a genuine reason why a pupil cannot work to the stipulated hours, please discuss this with me in the first instance. Employers are usually very flexible and will fit with students catching the school bus to and from home each day.



Should a student be unable to attend work as a result of illness, parents should contact the employer first and then me. However, as WEX only lasts for a relatively short period of time, it is hoped that all pupils will make every effort to achieve 100% attendance at their placement.

**Please do not book any non-essential appointments or holidays during this time.**

### **Problems during the placement**

In the unlikely event that there is any kind of issue, problem, nagging concerns, etc. during the placement, please contact me immediately.

**Students are asked NOT to go on any networking site stating they have a problem.**

I will be available in school between the hours of 8.00 am and 4.00 pm on telephone number 01353-652875. If I am away from my office, please leave a voicemail and I will return your call as soon as I can. I can also be contacted by email [npritchett@elycollege.co.uk](mailto:npritchett@elycollege.co.uk)



## Post Placement

At the end of the placement all pupils will be asked to complete an evaluation questionnaire by TEP and any concerns or worries are followed through with employers, school and the student. Suggestions put forward by pupils for improvement are often adopted as part of a continuous assessment and evaluation process within TEP team.

Students will also be asked to write a card of thanks to the employer during form time when they return w/c Monday 9 July.

We appreciate that most of the students would have thanked their employer in an informal way. However, this formal element is required of all pupils.

