



# The Heys School

**Year 10 Work Experience Booklet**

**Monday 1st July – Friday 5th July 2024**

## **Work Experience Monday 1<sup>st</sup> July – Friday 5th July 2024**

We are excited that this year we are able to offer the opportunity for Year 10 to partake in work experience. It is incredibly important for students to enjoy experiencing the world of work first hand. Furthermore, with the current economic environment, employers place a high value on relevant work experience and an opportunity to demonstrate good employability skills.

### **Parent and Student Information**

Work experience is when students spend time in an adult working environment carrying out tasks and duties more or less as an employee. The placement will not necessarily reflect the eventual career choice of the student but should allow a broad experience of the workplace and an opportunity to develop skills for the future.

### **The Benefits of work Experience**

Work experience helps students to:

- Understand the world of work
- Improve and appreciate their skills and talents
- Gain confidence
- Accept the importance of school work and achieving good qualifications
- Gain knowledge of particular jobs or careers

### **Finding a Placement**

Each student will need to complete the Work Experience forms (found at the back of this booklet) by **Thursday 28<sup>th</sup> March**. Students are encouraged to organise their own placements, it is vital that the employer details are fully completed on the form by the deadline because we need to ensure there is sufficient time for health & safety checks to be carried out.

### **Parents can help their son/daughter by:**

- Discussing types of placement that would be of interest
- Ensuring the application form is completed and returned promptly to school

Once we have received and processed your work experience form school will confirm via your email and your child's school email account the details of the placement including:

- Name and address of placement provider
- Contact name and telephone number/email
- Dates and hours of work
- Brief details of the tasks and learning objectives
- Other special requirements e.g. clothing, dress code, vaccinations etc.

### **School will prepare the students before their work experience in the following areas:**

- Health and safety in the work place
- Standard of behaviour expected
- What to do if things go wrong
- What to do if ill or unable to attend

### **During the Placement**

Work experience can be quite a challenge! Parents can help by:

- Checking that the placement is going well
- Encouraging a mature response to any difficulties
- Encouraging your son/daughter to persevere even if the placement is not what they expected
- Letting the school know if there is a real problem
- Informing the school and the employer if your son/daughter is sick

### **After the Placement**

Many students find work experience is a key influence in developing their self-esteem and enjoy the time spent in an adult environment. Students will get a chance to discuss their experiences with their tutors but as a parent you can also talk over what your son/daughter has gained from the experience and relate it to your own experience of work.

### **GENERAL INFORMATION**

All employers providing work experience placements must be approved with a Health and Safety check to ensure that employers have the necessary insurance to cover students and that appropriate health and safety arrangements are in place.

The Work Experience Form includes agreement statements that parents/carers must tick in consent to their son/daughter taking part in work experience. You will also be asked to provide information on any relevant medical conditions that may affect the choice of placement or that the placement provider should be aware of.

Hours of Work will usually be the hours worked by young employees of the organisation and will normally be longer than school hours. The hours worked by students will vary according to their placement.

Parents must assume their normal responsibilities for their child's safety and associated costs when travelling to and from a work placement.

Work experience is part of the school curriculum and therefore students are not paid. A few employers may give expenses for lunch or travel, but as employers offer placements free of charge, expenses must not be expected.

## **Reporting Accidents**

Placement providers are required to report any accident or incident involving a student to the school. If you have any concerns with regard to accidents, please contact the Academy.

Students are expected to hold in confidence any information about the employing organisation that they may obtain during work experience.

## **A Guide to Finding Work Experience**

Here's our helpful guide to finding your own work experience, from coming up with ideas about the jobs you might like to asking an employer to give you a placement.

Work experience is a great opportunity to learn about a job or an area of work. You'll use skills that you might not even know you have, and develop new skills that will help you work better with other people now and in the future.

Finding your own work placement can be a good experience. It means you have more choice and control over where you go, and it's a chance to show off your organisational skills. It's ok if you don't have any ideas about what you want to do yet – we'll show you how to get started.

**Remember that there are people who can help you at every stage. They might be:**

- the work experience/careers coordinator
- the school careers adviser
- your family
- your teacher.

## **How to decide on a work placement**

If you already know what kind of job you want to do. You may already know what career you're interested in – if that's the case, good for you! The best thing to do is to look for work experience that's related to the job you want to do, or in the same sector or industry as your chosen career.

**Here are some examples:**

- If you know you want to be a chef, you could try to find a placement in a restaurant or canteen.
- If you're interested in a career in medicine, you could try to find a placement in a hospital or GP surgery.
- If you like travel, you could look for a placement with a travel agent or tour company.
- If you think a career in finance would suit you, you could try to get a placement in an accounts office or at a bank.

### **If you don't know what kind of job you want to do yet**

Don't panic if you're not sure what career you want to go into just yet – lots of people aren't! The career choices section of this website should help give you some ideas about different types of jobs and industries. You could start by thinking about what subjects you enjoy.

Here are some examples of how different subjects can help with different jobs:

- English – newspapers, magazines, publishing, writing, libraries, teaching
- Maths – accountancy, banking, engineering, computer programming, finance
- Geography – green charities, local borough town planning, environmental sciences
- Science – vets, pharmacies, zoos, laboratory work, hospitals, teaching
- Photography – local news, fashion, portrait and nature photography, processing film.

### **Here are some websites that might help you think of jobs related to your favourite subjects:**

- icould
- The Design and Technology Association
- Royal Society of Chemistry
- Royal Society of Biology
- Maths Careers
- Science, Technology, Engineering and Mathematics Network

### **If you're really stuck**

If you really can't think of an area of work you want to find a placement in, or decide which subject you like best, try asking yourself these questions:

What am I good at?

What are my interests and hobbies?

What jobs have I seen other people do that I think look interesting?

Or, you could just go for something different, or for a job that you know little about. Work experience is all about giving you an insight into the world of work. It doesn't have to be in a career that you would choose in the future. Talk to your family, friends, teachers and careers adviser for some ideas.

### **Now that you have some ideas jot down your thoughts and:**

make a list of the top 10 placements you would like

imagine the kinds of things you might do on your placement

try to be realistic

remember that you won't be given a lot of responsibility

ask yourself if the placement is realistic for someone your age expect to do some repetitive and easy tasks.

### **Start your search**

Now you've got a list of the type of placements you want, it's time to find one! Remember that you won't be the only student looking for a work placement – not in your year group at school or in your local area either.

### **Here's our step-by-step guide to finding companies and organisations you can ask for work experience:**

Step 1 – If someone in your family works somewhere interesting, you can ask them if they'll contact their human resources department for you.

Step 2 – Ask neighbours and family friends if their work would consider you for a work placement.

Step 3 – If you already know of an organisation that interests you, do a web search for their contact details.

Step 4 – Find employers in your local area by looking on [www.yell.com](http://www.yell.com) or [www.thomsonlocal.com](http://www.thomsonlocal.com). Just type in your postcode and the kind of company you're looking

Step 5 – Read job adverts in the local newspaper to find employers in your area.

Step 6 – Think of companies you pass by when you are on your way to school or out shopping. Many students think of shops and local hairdressers as good placements, so there may be lots of you trying to go to the same place. Try to think of some different companies too.

Step 7 – Be willing to travel to other areas, as long as it's not too far or expensive to get there. This will give you more choice and open up other opportunities.

### **Get in touch**

Once you have a list of companies, the next step is to contact them.

- If the company is small and in the local area you could drop in and speak to them.
- Larger companies may require a letter and CV. You will need to ring up the company and ask who organises work experience. Some larger companies put this information on their websites.

Once you have the name of the person you should speak to, you will need to phone them to introduce yourself.

## **Make the call**

Lots of young people find it a bit scary to call an employer. Even some adults get nervous phoning companies. The more you do it, the easier it will be – you'll soon wonder what you were worried about. Here are some tips that might help:

- Think about what you want to say before you make the call.
- Write it down on a piece of paper and keep it in front of you.
- Have a pen and paper ready to take down any names or notes.
- Take a deep breath and relax before dialling the number.
- Always be polite and try to speak clearly.
- Start by introducing yourself – give your name, say which school you go to and explain that you're looking for work experience.
- Be prepared to say why you are interested in a placement with that employer.
- Say what interests you about that company or the kind of work they do.
- Don't be discouraged by employers saying no – it's nothing personal.
- Keep trying other employers – don't give up.
- If you're really nervous, you could ask a parent or teacher to be with you when you make the first phone call.
- Practice makes perfect!

## **Send a CV if they ask you to**

If an employer asks you to send in a letter and CV, always say yes and then find some help to create one.

## **Read our guide to writing a CV**

If you've never had to write a letter to a company before, your careers adviser, a teacher or someone at home will be able to help. You can find cover letter templates on the school website and online too. Make sure you doublecheck your CV for spelling mistakes and have someone else check it over too.

Remember to ask for help if you need it. You're already showing loads of initiative by looking for a placement on your own.

**Good Luck!**

# EMPLOYER FORM



## LETTER OF UNDERSTANDING

Thank you for providing Work Experience for a Young Person(s) from The Heys School. It is very valuable for young people to understand and take part in the world of work. The school will have prepared the Young Person(s) for the world of work through a variety of activities including health and safety awareness, security, confidentiality and other instructions prior to the placement. During the placement a point of contact at the Young Person(s) school will be available for the employer and a representative from school may visit the premises and monitor their progress.

Your company/organisation will have to spend time determining how the students are going to spend their time during the week. The Young Person(s) should not work more than a standard eight-hour day and / or work more than five consecutive days out of seven.

Employers who offer Work Experience placements with unsociable hours containing start times before 7am and finish times after 7pm should have agreements established with the school and written consent from Parents to ensure that suitable transport (accompanied) is arranged for the Young Person(s) whole journey during the unsocial hours to and from their place of work.

What about Insurance? The employer shall ensure that the Young Person(s) are treated as an employee for the purpose of insurance and shall be covered by the organisations Employer's Liability Insurance Policy, Public Liability and where appropriate 'Motor Vehicle Insurance for business use' and will be able to provide a copy of the relevant Insurance Certificates if requested by school.

Whilst it is normal for Employer's and Public Liability policies to automatically include Young Person's or other Young Person's on work experience, we would recommend that you check with your insurers or brokers that they are included in your policy coverage. The school recognises their own responsibilities for Young Person's during placement.

Accident, Illness or significant changes in any cases of any absences, accident or sickness and/or any changes, which may affect the Young Person(s) health, safety and welfare, the employer should inform the school immediately and co-operate with any accident investigation.

Child Protection Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought.

Equal Opportunities Employers should adopt a policy of equal opportunities in their work experience programmes. This should be taken forward particularly in the areas of gender, race and disability by encouraging the Young Person(s) to take up non-traditional placements. This may need special preparation for the reactions they may encounter and even more careful supervision during the placement. Similarly, no legislation with respect to equal opportunities relating to sex, creed or gender should be breached.

Health & Safety Under the Management of Health and Safety at Work Regulation 1999, employers are required to assess the risks to young workers before they start and a representative from The Heys School may visit your organisation to undertake a routine Health and Safety check. There is also a requirement for employers to provide the parents/guardians with the key findings of the risk assessment and control measures introduced to minimise, or ideally eliminate, any significant risk for a Young Person(s) who are below compulsory school leaving age. The risk assessment should take into account their lack of experience, or absence of awareness of existing or potential risks or the fact that Young Person(s) have not yet fully matured.

This assessment will determine whether the Young Person(s) should be prohibited from certain work. However, there are no requirements to provide this information in writing.

Data Protection Employer/placement provider details will be held on the school's database. This information will also be disclosed on request (in accordance with the Data Protection Act) to Schools, Colleges, LCS's Training Providers, Young Person(s), their Parents/Guardians and third party registered organisations who have the responsibility to safeguard the Young Person(s) health, safety and welfare so far as is reasonably practicable.

If you have any queries or require further advice, do not hesitate to contact:

Mrs R Farrington-Evans, Work Experience Co-ordinator at the school.

[r.farrington@theheys.school](mailto:r.farrington@theheys.school) Tel: 0161 773 2052

## Year 10 Work Experience

Monday 1st July – Friday 5th July 2024

### This section to be completed by the employer

**\*Please Note: Only employers with Employers Liability Insurance may be used for work experience.**

#### Company Details

Full name of student being offered a placement:

Business/Organisation Name:

Business/Organisation Description:

Address:

Tel No:

E-mail:

Contact Name:

Position:

Mobile No:

Job Description:

Placement Title:

Students Role/Responsibilities/Tasks:

Placement Dates From:

To:

Working Hours From:

To:

Lunch Time From:

To:

Lunch Requirements (i.e. Packed Lunch, Canteen, Local Shop):

Clothing Requirements (i.e. Steel toe capped boots, Special Clothing):

Additional Information:

*"I confirm that the above named Employer can facilitate the named student a work placement on the specified dates"*

Name:

Position:

Signature:

Date:

**Employer's Liability Insurance**

**\*The placement cannot go ahead without this minimum requirement\***

Name of Insurer:

Certificate No:

Expiry Date:

Have You Provided Placements Before: YES/NO

# PARENT FORM

## Work Experience Agreement / Student - Parent

**Monday 1<sup>st</sup> July – 5th July 2024**

To ensure that all students who undertake a period of Work Experience are safe and have an enjoyable experience we require that you complete this agreement form and return it to your form tutor.

### Student Consent

Student's name: \_\_\_\_\_

As the student named above I agree:

To take part in the Work Experience Programme.

To hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to another person without the employer's permission.

To strictly observe all the instructions of the person guiding me and to comply with all health and safety regulations so that I do not injure myself or any other person.

Student Signature:

Date:

### Parent/Carer Consent

As parent/carers of the above mentioned student I agree to my child taking part in the Work Experience Programme and acknowledge the need for responsible behaviour on his/her part so that they do not injure themselves or other persons. I acknowledge the necessity to provide the employer with medical and contact information and give my consent for the information contained on this agreement form being disclosed to them.

### Medical Information

Does your son/daughter suffer from any medical conditions which the employer should be aware of or which could result in an unnecessary risk to his/her health and safety or to the safety of another person?

Yes / No (Please circle) If Yes please specify:

Does your son/daughter need to take any medication whilst on their placement?

Yes / No (Please circle) If Yes please specify:

Is your son/daughter allergic to any medication?

Yes / No (Please circle) If Yes Please Specify:

**Emergency Contact Numbers:**

School will be the main contact in the event of an emergency between the hours of 8:30am to 3:00pm, however, your child may be required to work outside these hours and we are, therefore, required to supply the employer with an alternative contact name and telephone number.

Please insert below the contact name and telephone number of the person to be contacted in the event of an emergency.

Name:

Tel No:

School Contact: R Farrington-Evans

Telephone: 0161 773 2052

I undertake to inform the school / employer as soon as possible of any change in medical or other circumstances between now and the commencement of the Work Experience Placement which the employer or school may need to be aware of.

I understand that information contained on this form will be forwarded to the Employer by School before your child attends their placement.

Due to GDPR legislation we require consent to share your emergency contact details with the work experience provider. Please complete this form and sign giving permission. Without permission, your child will not be able to take part in their work experience placement.

Parent Signature:

Print Full Name:

Date:

**Please return to your child's form tutor or Mrs Farrington-Evans.**