



## WORK EXPERIENCE

### PARENT INFORMATION

Work experience enables students to gain important insights into their career interests and values; and can help them with their future decision making. With fewer students experiencing the world of work through part-time jobs, work experience gives students the opportunity to understand the work environment, develop and practise employability skills and prepare for employment or future training in a safe and supported way.

On work experience a student spends time on employer's premises and carries out set tasks, as would an employee, with an emphasis on the learning aspects. Students can go on work experience from the beginning of year 10, when students are aged 14/15 years old.

The aims of work experience are to introduce students to the world of work, develop employability skills and help with careers choices.

### SCHOOL PROCESS

The school will support students to participate in work experience placements from **1<sup>st</sup> June to 5<sup>th</sup> June 2020**.

The process for work experience will start with parents being sent information and an online Parent Form. This online form needs to be completed and returned to school by **8<sup>th</sup> October 2019**. If you need a paper copy of this form, please ask your student to collect one from Ms Morton, librarian.

Around the same time, students will have an introductory assembly and receive a pack of information. This will include student information, email templates and the Work Experience Passport which has the Employer Form in it.

Once students have this, they will then need to find a work placement. When a placement has been offered by an employer, the employer will need to complete and sign the Employer Form. Students and parents should then also sign the Employer form, before returning it to school. The deadline date for returning the Employer Form is **10<sup>th</sup> January 2020**. Returning this form enables students to proceed with work experience.

As a parent your key responsibilities are:

- To read this parent information and encourage your student to read student information and abide by the advice/guidance given.
- To give consent. You will need to complete and return the Parent Form either online or hardcopy and submit it or return it to school by **8<sup>th</sup> October 2019**
- To support your student to find a placement. Students have an Employer Form, please ensure this is completed and returned to school by **10<sup>th</sup> January 2020**
- To give updated medical information to the school, which will be shared with employers for risk assessment purposes. This can be done by completing the Parent Agreement form.

- For student travel to and from the placement, so please ensure placement locations are appropriate.
- Informing the school and employer of any absence from the placement within 30 mins of usual start time. Employer information will be confirmed prior to the placement.
- Informing the school of any issues during the placement.
- Encouraging your student to complete their Work Experience Log during their placement.

## **FINDING A PLACEMENT**

Having the initiative to find a work experience placement is one of the best ways for students to experience the world of work. It means that they are more likely to get a placement they really want, and they will gain valuable experience for applying for future training or employment.

Firstly, students will need to do some research. They will need to think about the type of role they would like and the type of organization it will be in. Then they can ask parents/ guardians, family, friends, school staff for contacts and ideas. Google is also useful for research and can help students to look at the location of the organization and see if they can easily get there.

There will be a list provided of employers that have previously offered placements to Warriner students for reference. Students will be able to look at companies by sector for inspiration. If they find a company they want to approach, they will need to do some research to find contact details, as these will not be given.

Secondly, students will need to contact the organisation to ask if they can offer a placement. A direct introduction is best, so see if anyone known to the student (parents, friends, teachers) can offer an introduction. If not, see if you can find a contact online. Approaching new people can be slightly daunting, but if students are well prepared they are likely to feel more confident. Therefore it is important to be clear about what is being asked for and give details such as when, how long and what the student is looking for. Students can contact the organization by telephone, letter or email; an example email template will be given to students. Remember, people in business are busy, so students may need to follow up several times to get an answer; sometimes it may be a no, but always be polite and thank them for their time. Students may need to try a few people to get a yes – just like they will need to apply for more than one training provider or employer in the future.

If students are having problems finding a placement remember they can talk to the school's work experience coordinator for support. It is best to do this before any deadline dates as they may have contacts students can use, or can help with emails/letters to send out.

Things to consider:

- Parents have responsibility for travel to a placement so make sure the student can get there
- Not all job roles are suitable for work experience (e.g. surgeon), so students may need to be more realistic in their choice or what they will get to do on placement
- Some sectors are very competitive.

- Some organisations may have an application form to complete

## **HOURS OF WORK**

The Working Time Regulations apply for work experience, not child employment laws, so a student (young workers) will be expected to work the same sort of hours as the business they are in.

- There is a maximum of an 8-hour day (not including breaks/travel)
- Students should not usually work before 7am or after 7pm
- Students are entitled to a rest break (of at least 30 mins) after 4.5 hours worked
- Students should have a rest period of not less than 12 consecutive hours in each 24-hour period

Some job roles will require flexibility or may include shift work, so hours of work will need to be agreed in advance. Hours should be confirmed when students contact the employer prior to the placement, so parents can organize suitable travel.

## **PAYMENT & EXPENSES**

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

## **TRAVEL**

Parents/carers have the responsibility for getting students to work experience placements as they would for getting students to school. Parents/Carers must assume their normal responsibilities for their child's safety when travelling to and from a work placement.

### **Lunch Arrangements**

Students from The Warriner School are allowed to leave the employers' premises at lunchtimes.

## **EMPLOYER CONTACT**

Students/Parents will be given employer contact information, including address, phone number and placement job details.

Employers will be given parent emergency contact information. Employers will have been instructed to contact parents in cases of sickness or incident/accident. Please ensure you supply the school with the most appropriate contact telephone numbers on the Parent Form.

Parents must contact employers when students are to be absent from the placement. It is expected that employers will be contacted within 30 minutes of the student's usual start time on the day of absence.

## **HEALTH, SAFETY & INSURANCE**

All employers providing work experience placements will be checked to ensure they hold appropriate insurances including Employers Liability Insurance. This insurance covers injury to students on work placement (as they are deemed to be employees for insurance purposes) and therefore it is essential any employer offering a work placement has it.

Employers have primary responsibility for the health and safety of the student on placement and should be managing any significant risks. The school takes reasonable steps to satisfy itself that they are doing this before placements are approved.

Employers must explain to parents/carers of students what the significant risks for a placement are and what has been done to control them. Employers can do this in whatever way is simplest and most suitable, including verbally.

The school gives every employer information covering their legal duties for health & safety and a reminder to give every student a health & safety induction at the start of the placement.

Employers are required to report any accident or incident involving a student to the school.

Overseas placements cannot be approved as health & safety and insurance standards vary from the UK and cannot be verified by the school.

## **SAFEGUARDING**

For most work experience placements additional DBS checks are not required. However, the school may seek a DBS check in some circumstances.

Employers will receive safeguarding guidance for work experience placements.

## **CONFIDENTIALITY**

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

## **ISSUES OR COMPLAINTS**

Parents are requested to bring any issues or complaints to the notice of Nigel Smith, [n.smith@warriner.oxon.sch.uk](mailto:n.smith@warriner.oxon.sch.uk) in the first instance. Please do not use social media for this purpose, which can be damaging for school-employer relations.

Any further questions can be sent to Anna Morton, [a.morton@warriner.oxon.sch.uk](mailto:a.morton@warriner.oxon.sch.uk)