

Work experience: A Guide for Parents

What is work experience?

- Work Experience Week will take place from **4th – 8th December 2017** and is mandatory for all Year 10 students.
- Work experience gives students the opportunity to spend a week in a workplace setting and learn practical skills, which will help them in the future.
- Students are responsible for arranging their own work placement. The deadline is **Friday 29th September 2017**, if placements have not been arranged by this date the school will allocate placements and students and will have no choice in the placement.

What will my child learn about on their placement?

- Students will learn about topics that are important in the workplace, such as rights and responsibilities, following safety procedures, listening to instructions, and working well with others. They will learn about the links between school and work, and how the subjects they are studying now are used in the workplace.
- Work experience is a chance for students to find out more about an area they would like to work in. They will develop subject-specific knowledge of the area their placement is in and gain experience for their CV, which can lead onto a Saturday job or even an apprenticeship.

Finding a suitable placement

In order to find a suitable placement, students should:

- Identify in what type of company or sector they would like to gain experience.
- Use Google, an online directory (i.e. Yelp), or word of mouth to find local businesses that offer this type of work.
- Conduct some research into what the business does (e.g. using their website and social media pages), so they can show interest when contacting the employer.
- Approach the employer to ask whether they can offer a work experience placement. This can be done via letter, phone call or email.
- Once the employer has agreed to a placement, students must ensure all necessary paperwork is completed and returned to school.

How can I help?

You can help your child by:

- Talking to them about the kind of work experience they would like to do and what they will gain from the experience.
- Encouraging them to be ambitious and find a placement they are genuinely interested in.
- Contacting the school early if there are any problems.
- Advising the school of any difficulties, health or emotional issues that could affect your child's placement.

Important notes

- For students who have opted to take BTEC Health and Social Care in Y10, their placement **must be related** to this, for example in a school or nursery setting.
- Students who would like to do their placement in a Biddulph area school or nursery, need to let us know. **PLEASE DO NOT CONTACT LOCAL SCHOOLS AND NURSERIES DIRECTLY.** We have established links with local area schools and nurseries due to high demand for these places, and interested students must come through us. All students can register interest in a school or nursery placement, but please note that priority will be given to Health and Social Care students.
- Please note: NHS placements (with the exception of admin placements) are offered to people aged 16+ and placements in elderly care homes are legally only available at age 18, so these will not be suitable for a Year 10 placement.

Why do we start preparing early?

We send out this information early to give students plenty of time to think about where they would like to go, conduct research, find a suitable placement and complete and return the necessary paperwork.

Please be aware that:

- Some employers may ask to meet your child for an informal interview before they agree to take them on for a placement.
- Large companies, such as JCB, Bentley and Barclays bank, advertise their placement schemes in advance and these may have set dates. If your child is planning to apply for one of these, they should speak to Miss Lewis.

Work experience checklist

When an employer has agreed to take your child for a placement, the following must be completed and returned to school:

- Company Information Questionnaire (completed and signed by employer)
- Parental consent letter (completed and signed by person with parental responsibility)

Please ensure you have included an up-to-date emergency contact telephone number on the consent slip, as this will be passed on to the employer.

PLEASE NOTE:

If the above paperwork is not completed and returned to school, your child will **not** be able to participate in work experience. This is for legal, health and safety and insurance purposes and is essential to protect your child.

If we have not received details of your child's placement by **Friday 29th September 2017**, he/she will be allocated a placement by school and will not have a choice in where they are placed.

If you require any further information or assistance, please contact:

Miss A Lewis, Careers and Work Experience Coordinator

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