



Year 10

Experience of Work

Parent Information Booklet



What is in this guide...

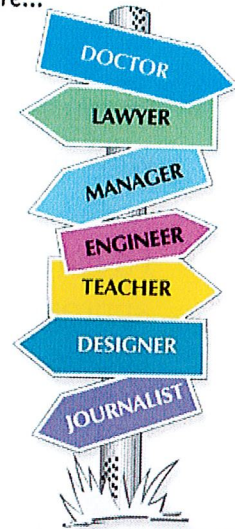
	Page
Why is my child doing work experience?	1
How can I help my child find a placement?	2
Things to consider when finding/choosing a Placement	3
What help will the school give?	4
What happens when my child is offered a placement?	5
On the placement itself	6
How can I help them get through the two weeks?	7
Afterwards	8
Important Dates	9



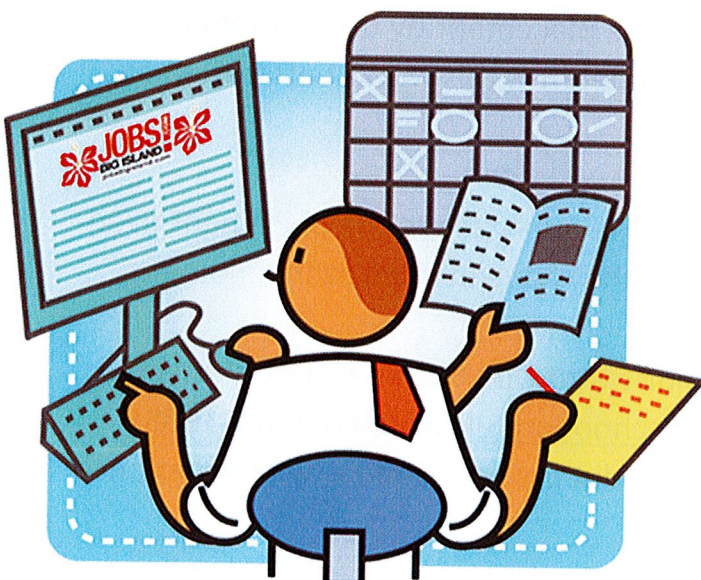
Why is my child doing work experience?

- Work experience is an integral part of the school curriculum for all students. It is not about training for a particular job but more about learning new skills and developing student's ideas to do with the world of work. Focus is placed on the skills and attitudes that they develop through work experience, rather than the place where they completed it.
- To increase employability skills. Any work experience, irrespective of the occupation, will provide your child with the opportunity to acquire transferable employability skills that will be useful for the rest of their working life.
- Work experience helps students develop self-awareness, personal responsibility and confidence.
- Students have a chance to gain an understanding of a particular job through first-hand experience which may help them in choosing their future pathway.

start here...



...go anywhere



- It gives a valuable insight into what the world of work is really like.
- It prepares them for adult life and making the transition from school to work.
- Students will learn to communicate with people older than themselves and help them gain confidence and maturity.
- Communicate with adults/others in a professional way.

How can I help my child find a placement?

- Encourage them to search for companies in the field they would like to work using resources such as Google or Yell.com
- Friends or family members with good contacts are always worth approaching. Sometimes it's not what you know, but who you know that counts.



- Support your child in their search for a placement by taking them to visit prospective employers in person, sometimes this works better than an email or phone call.
- Encourage your child to have a positive approach to the placement even if it is not related to the career-goal they have in mind at the moment.
- Our Work-Related Learning Administrator Mrs Curran can be contacted at any time by email scurran@sbeschool.org.uk or telephone 01908 520264 extension 203 if you wish to discuss your child's work experience placement.
- The earlier your child finds a placement, the better, as all employers must be visited to ensure all placements meet health & safety and safeguarding standards and be risk assessed.

Things to consider when choosing/finding a placement

- The careers your child may be considering.



- If your child does not know which path they would like to take - in the shorter-term work experience is a great starting block on their CV and may help them get a part time job whilst in further education.
- What is important to them in a job? For example, working with people/ animals/computers and which environment they would like (outdoors, shop, hospital, office, lab).
- Be prepared to receive a few refusals. Local businesses could get requests from several schools so it could be 'first come, first served.'
- Consider transport implications. How will your child get to their placement? Will they travel on public transport? The placement should be somewhere that your child can realistically travel to. Consider the cost if public transport will be used.
- Employers should be approached by the student and not by the parent. Employers like to see students using their initiative and motivation and are more likely to respond in a positive way.

What help will the school give?

- An assembly focussed on Work Experience to launch the programme.
- Parent and Student Work Experience Information Booklets and online resources which can be accessed at any time.
- Guidance from Form Tutors on the Work Experience programme and how to apply for placements.
- Activities will take place in school to help students learn how to contact employers and request placements.
- Students can speak with our Work-Related Learning Administrator, Mrs Curran every break and lunchtime to receive advice and help with the application process. Mrs Curran is also holding drop in sessions for any students wishing to discuss work experience every Tuesday & Thursday lunchtime in the school library – starting from Tuesday 27th September.



- Mrs Curran is always happy to accept emails and phone calls from parents regarding the Work Experience programme. She can be contacted via email scurran@sbeschool.org.uk or telephone 01908 520264 extension 203 if you wish to discuss your child's work experience placement.

What happens when my child is offered a placement?

- Once your child is offered a placement, they will need to complete a Work Experience form. This has sections which will need to be completed by the employer and a parent or guardian before being returned.
- Work Experience forms can be obtained in printed format from Mrs Curran (front office behind reception) or electronically by emailing scurran@sbeschool.org.uk
- Completed forms should be returned as soon as possible to Mrs Curran who will process and forward them to Proactive Education, the company working alongside us to undertake the relevant pre-placement Health & Safety checks and issue contracts to students.
- All students will be issued with job descriptions detailing their hours of work and other relevant information ahead of their placement taking place. Students will be expected to work the hours shown, which can be longer or shorter than normal school hours.
- Around 4 weeks before they attend their placement students will be required to contact employers to check that everything is ok and confirm that they will be attending. If students do not make contact at this point there is a chance their placement will not go ahead.



On the placement itself

- The hours your child will work depends on the usual working hours of the industry where they are placed. Students will never work more than a standard eight-hour day. Students will be notified of their working hours on their contract which is compiled by Proactive Young People a company that work with us to deliver our experience of work programme.
- Students will be given a work booklet, which they will be expected to take with them daily to complete whilst on their placement. This booklet will be used to start building their CV on Unifrog and for other activities within school, so it is important that they remember to fill it in. This booklet acts as a diary log and should be uploaded to their Unifrog locker on completion of work experience.
- If your child is ill and is unable to attend their placement, students should contact the employer in the first instance to explain absence and advise when they will return. The school must also be informed of any absence.
- If there are any issues with your child's placement, please contact Mrs Curran, Work Related Learning Administrator for advice. She can be contacted by telephone 01908 520264 extension 203 or email (scurran@sbeschool.org.uk)
- During the placement, a member of staff from the school should visit the employer to check on the welfare of the student and to see how they are getting on. Should the placement be too far for a visit, then the person will telephone to speak with the employer.
- Any students without a placement will be required to attend school for the duration of the work experience programme and during normal school hours. Similarly, any student removed from their placement will be required to come into school for the remainder of the programme.



How can I help them through the two weeks?

As a parent or carer, you will want to make sure that your child will get the most out of their work experience. The following tips will help you to support them.

- Ensure that they arrive at their placement on time.
- Ensure they have everything they need each day (money for refreshments lunch or public transport if required, packed lunch if they have been asked to take one)
- As workdays may be longer than school days, make sure they have a good night's sleep and are well rested.
- Talk to them daily about their experiences. Ask questions and show an interest in what they have learnt whilst on their placement.
- Remind them to keep filling in the work booklet provided by the school. This log will help them to write their summary statement and update their CV.
- If your child is not enjoying their placement, help them to stay positive by focusing on the new skills they are developing.
- Contact the school immediately if you feel your child is experiencing difficulties during their work experience placement. Our goal is for your son/daughter to have a positive experience of work.





Starting Monday 11 th September – Every Lunchtime in the Library	Mrs Curran holding drop in sessions in the library for students to ask questions and discuss work experience
Wednesday 20 th September 2023	Y10 Assembly – Launch of Work Experience Programme
Friday 8 th December 2023	Deadline for completed work experience forms
Monday 19 th February 2024	Students to contact employers prior to placement commencing
Monday 18 th – 28 th March 2024	Work Experience takes place