



SIR WILLIAM ROBERTSON ACADEMY

Work Experience

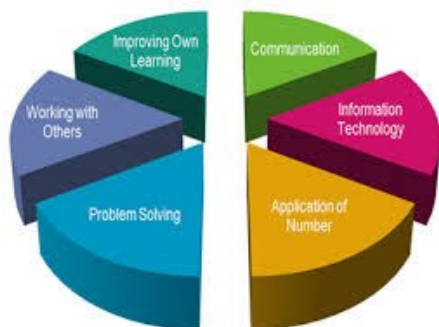


Information Booklet for Students and Parents

Work Experience Co-ordinator: Mrs Dowding

Introduction

Work Experience offers a valuable opportunity for students to gain the experience of life in the workplace today providing the chance to develop their personal and social skills. Work Experience is important in developing key skills in



Communication
Information technology
Application of number
Problem solving
Working with others
Improving own learning

and can help students

- learn about some of the demands, responsibilities and routines of working life
- apply some of the skills they have been learning at school to the workplace
- provide an opportunity in comparing some of their career ideas with actual experiences.
- develop enterprise and employability skills

The success of our work experience is down to the generosity of the businesses providing our students the chance to spend time in their workplace offering these opportunities. All students have to be supervised and are offered planned programmes of work by the employers, some of which have been outstanding. They give up their time freely in support of our young people and we are very grateful for this.

Placements

Students are encouraged to find their own placements as these are the most successful and we ask parents and family friends to support this initiative and use their contacts to try and help find a placement.

Students will be guided in their choice of placements considering different paths that they can pursue, bearing in mind their option choices, career interests and their own personal interests. This will be monitored on a regular basis to ensure the students make the right choice to suit their needs.

Year 10—Placements must be either in Lincolnshire or Nottinghamshire

Year 12—Placements must be far more focused and beneficial to their chosen career path

Health and Safety

All placements are health and safety assessed and Tony Crowe, Health and Safety Consultancy Ltd. carries out these on behalf of the school before the placement can go ahead. The school pays a fee for this to be carried out per student/placement.

If a Year 12 student wishes to go further afield (outside of Lincolnshire/Nottinghamshire) an additional payment of around £100 (more for placements in London) may be charged. Parents will be advised of any extra payment before an assessment is carried out. All Year 10 placements must be in Lincolnshire or Nottinghamshire.

What to Consider

- Placements should ideally be in Lincolnshire/Newark
- Students **MUST NOT** work between the hours of 10pm and 6am
- Students must work no more than 40 hours a week
- Students must work for at least six hours each day
- Placements must be Monday - Friday of the scheduled week
- Students **must NOT** expect to get paid.
- All placements **MUST** have public liability and employers' liability insurance
- Students should not work with parents or close family members, or at the own primary school
- Students may not work for sole traders
- If any student has difficulty in finding a placement, the school does have many contacts that can be suggested if necessary

Equal Opportunities

Employers and the school apply the principles of fairness and equality when considering work experience placements. This includes promoting a healthy attitude to all aspects of equality and diversity within the workplace and considering all students fairly on the basis of their ability to do the job regardless of gender, race or disability.

How to Apply for a Placement

Students should find their own placements, considering their skills, interests and career aspirations. Placements can be found through family/friends, local knowledge and websites of companies of interest. When you find a company which interests you, you should contact them by email, letter (see example at the back of this booklet) or telephone call to enquire about the possibility of undertaking work experience there. Some businesses may require an interview before offering a placement.

When a company has confirmed that they are happy for you to complete your work experience with them, you must complete an online work experience placement form. **This form must be completed by the deadline so that a health and safety assessment can be undertaken.**

When the health and safety assessment has been successfully completed, a paper confirmation form will be provided, which must be signed by the student, parent and employer prior to the placement commencing.

If you struggle to find a placement, please speak to Mrs Dowding, who may be able to assist.

Travel Arrangements

The school is unable to provide assistance with transport or any related costs to and from the place of work. Students should be aware of travel implications when considering applying for placements. If a student is planning to use public transport, the school can provide a laminated card stating that they are travelling to a placement as a work experience student but cannot guarantee a reduced bus fare and they may be charged as an adult. Please ask Mrs Dowding well in advance if you will require a pass.

Medical Information and Additional Needs

It is vitally important, both for the student and the employer, that the student is able to work without endangering the student's health and safety or the health and safety of those around them.

It is part of the school's responsibility to ensure that students are safe during their work experience. The placement form must therefore be completed honestly to establish whether the individual has a medical history or any additional needs to be taken into account. Many employers are understanding of medical conditions and additional needs and if made aware of them, can plan and structure a placement to suit the needs of an individual student. This information may be sent to prospective employers. The school cannot be held responsible for any eventuality arising from non-disclosure of essential health problems or additional needs. Any changes to the information supplied to the school in September should be notified to Mrs Dowding before commencement of the placement.

Paperwork

When your placement has been approved by Tony Crowe health and safety consultants, an Agreement form setting out all the details of the placement and the risk assessment will be sent to students, parents and employers to be signed.

Work Experience Record Booklets

All Year 10 students will be issued with a booklet that has to be completed before, during and after their placement. The standard of this goes towards the accreditation awarded afterwards. Year 12 students will be asked to complete a reflection sheet which they can use when making future applications.

Monitoring of Students

Whilst on placement, students will be monitored by telephone and a member of staff may visit. As the school has duty of care to all students, if any problems arise during this time, please alert the school as soon as possible. A mobile number will be provided for any out of hours queries, which is only to be used if the query cannot wait until the following morning when contact should be made with the school. The school has a duty of care at all times whilst students are on placement. If they are unable to attend due to a pre-arranged appointment, illness or unexpected circumstance, **both the employer and the school** must be informed.

Recognition awards

Recognition certificates are awarded after students complete their work experience placement. These are awarded based on the feedback received from employer/supervisor, the school monitoring staff and the standard of how the booklet is completed. Attaining a Distinction should be every student's aim, as this shows the value that has been placed on the experience and the maturity shown towards it.

Useful Placement Information

RAF

The following RAF bases in Lincolnshire offer work experience in many different areas of interest but have set procedures for applying.

RAF Waddington - Applications forms can be downloaded from their website. When completed, the application form should be returned to her so that the school reference can be completed. Mrs Dowding will then forward it to the RAF Work Experience Co-ordinator for assessment and feasibility.

Confirmation of placement should be made 6 weeks prior to the work experience dates. It should be remembered that at any time, a placement may be withdrawn should there be unforeseen deployment of Waddington personnel and resources. It is therefore advisable for students to have a backup plan.

RAF Cranwell - Unfortunately they have ceased to offer work experience placements due to personnel cuts over the past few years.

RAF Coningsby and Digby - Letters of application can be sent addressed to the Work Experience Co-ordinator. Please see Mrs Dowding for the contact details and the placements they offer.

Healthcare

Lincolnshire NHS Trusts (ULHT) - The Talent Academy covering Lincolnshire Hospitals/ NHS settings

Sherwood Forest Hospital Trust - Newark and Kings Mills Hospitals

Nottingham University Hospitals - City and Queens Medical Hospitals

Nottingham Healthcare

East Midlands Ambulance Service

Nottingham Citycare

Please see Mrs Dowding for a copy of the framework of placements offered and applications forms.

Lincolnshire Police

The majority of placements are working in the community and you will need to approach your local PCSO initially or see Mrs Dowding for contact details. The Headquarters at Nettleham, unfortunately, very rarely offer placements. Sleaford and Grantham Police stations require students to be 16+.

Nottinghamshire Police

In the past it has always been very difficult to find placements in this sector.

Tony Crowe Health & Safety Consultants

Tony Crowe provide the school with a list of available placements that employers have offered our school. These are only in Lincolnshire and students are welcome to look at the list to see if anything is suitable for them. Please see Mrs Dowding if interested.

The school also has contacts from previous placements in the Newark area which can be approached. Please see Mrs Dowding for details.

TEMPLATE LETTER OF APPLICATION FOR A WORK EXPERIENCE PLACEMENT

Address

Post code

Telephone Number

Email Address

The date

Employer 'contact' name

Employer company name

Employer address

Dear Sir/Madam *(or the name of person if known)*

I am a Year **10 or 12** student at Sir William Robertson Academy, Welbourn and I am currently studying for my **GCSEs or A Levels** in the following subjects

I am looking for a work experience placement during the week **6th—10th July 2020 (Year 10) or 1st—5th June 2020 (Year 12)** and I wonder if you would be able to offer a placement.

Write a paragraph as to why you would like to spend time with this company eg. Learn more about that particular area of work to see whether it is a career path you would like to pursue in the future.

Write a paragraph about your personal achievements and interests in life.

I am happy to attend an interview at your convenience if you need more information.

I look forward to hearing from you.

Yours faithfully *(or 'sincerely' if name known)*

Sign your name

PRINT YOUR NAME