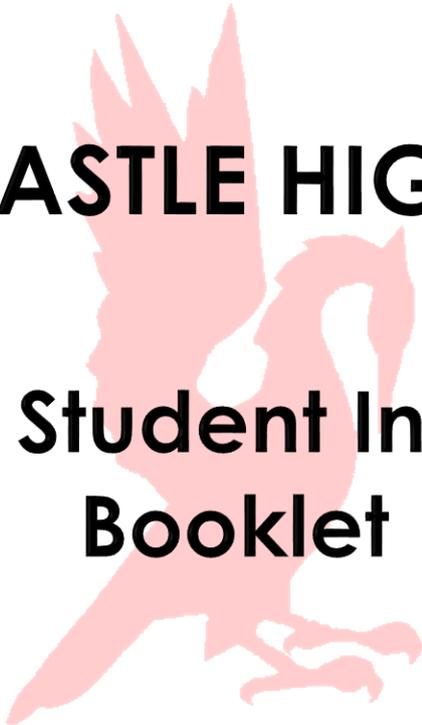




# HANLEY CASTLE HIGH SCHOOL



## Parent & Student Information Booklet

Y10 Work Experience  
Summer Term 2020





## WORK EXPERIENCE SUMMER TERM 2020

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# Contents

- Page 2 Work experience for your child
- Page 3 Benefits of work experience  
Skills in demand  
The role of the student
- Page 4 The role of the school
- Page 5 The role of the employer  
Health and Safety  
Insurance
- Page 6 Prohibitions for children under the age of 16  
Parent/carer consent  
Making final preparations
- Page 7 Useful tips
- Page 8 After the placement  
Work experience time scale
- Page 9 A sample letter of application for work experience
- Page 10 When you telephone a placement, remember...  
Check list
- Page 11 Key words for the database
- Page 12 Contact Information





## WORK EXPERIENCE SUMMER TERM 2020

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### Work experience for your child

Here at Hanley Castle High School we are pleased to offer all students the opportunity of taking part in work experience. Work experience offers students the chance to experience a variety of situations and gives them some insight into the demands which will be made on them when they leave full time education.

A student or young person does work experience with an employer to learn about a job or an industry. It's a short-term placement in the workplace, usually for one week, during year 10 and again in Sixth Form. To help your child get the most from their placement, talk to them about what jobs they are most interested in and the skills they already have. You can further support them with identifying a suitable work experience placement by doing the following:

- Talk to them about subjects they like and dislike
- Use careers websites to generate job ideas
- Encourage them to speak to their Careers Adviser (Mrs Price) in school
- Encourage them to start their search for a placement early
- Rehearse telephone calls they may need to make to an employer
- Proof read emails they send to employers
- Think about the location of the placement and how they will get there

Details of any employer offering your child a work placement must be recorded onto the work experience database, by the school, to ensure all the required checks are carried out prior to the placement commencing.

**ALL** paperwork should be returned promptly and completed in full by the given deadlines to allow enough time for these checks to be completed:

**Placements outside of Worcestershire – Friday 28 February 2020**

**Placements within Worcestershire – Friday 24 April 2020**





## WORK EXPERIENCE SUMMER TERM 2020

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### Benefits of work experience

Work experience is often the first contact your child will have with the world of work. It forms part of their careers education and allows them to observe and learn – not to do activities which require extensive training or experience.

Talking to your child about the benefits of work experience can help them to understand how useful it can be. Work experience:

- Gives insight into the skills required for a particular job
- Is an opportunity to test out a job to see if your child really likes it
- Can broaden their knowledge of jobs they have never considered
- Will increase their awareness of their own skills and strengths and build confidence
- Helps them understand how the subjects they study in school link to certain jobs
- Gives insight into what the world of work is really like and employers' expectations
- Can increase their motivation to do well in school
- Puts them in contact with potential employers
- Can give them useful experience for their CV and provide referees
- Helps them appreciate the skills needed to succeed in a job

### Skills in demand

There are job opportunities across all occupational areas but there is higher demand for jobs in science, technology, engineering and mathematics (STEM).

If your child's strengths relate to STEM subjects, they may benefit from taking part in work experience linked to that area.

### The role of the student

- Students can source a work experience placement through personal contacts or by independently researching a particular type of business. They will then need to contact the company themselves to ask whether the employer is able to provide a work experience placement. Students can do this by telephone, letter, email or in person. An example letter and a telephone conversation guide are included in this booklet
- Alternatively, students can seek a work experience placement by searching the Worcestershire Education Business Partnership Ltd database <http://www.webp.org.uk/student>
- Students should login to the database using the **Usercode** and **Password** provided to them in school by their tutor, this can also be found on the work experience application form



## WORK EXPERIENCE SUMMER TERM 2020

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- Students should ensure all completed placement forms are returned to school by the specific deadlines
- A log book will be distributed to students prior to their placement. These should be filled in each day and students should obtain a report from their employer at the end of the placement
- Students will take part in a 'Work Experience Debrief' on return to school

### **The role of the school**

The school will prepare the students beforehand in health and safety and work experience to ensure the student has a positive, valuable and safe experience.

In some instances, employers will arrange interviews for students prior to agreeing a placement – this can assist students in experiencing a real-life interview, the type of questions asked and gives insight into what employers are looking for.

When a placement has been confirmed between the employer and the student, the school will then contact the employer to confirm the placement. The school will obtain a briefing sheet from the employer to ensure the student knows what to work towards in the workplace and to guarantee both the student and employer understand what is expected throughout the placement.

The school has an enormous task in helping the whole school year with identifying and confirming placements. Worcestershire Education Business Partnership (WEBP) manage a database of available work experience placements across Worcestershire. The students will be encouraged to use this database to source a placement.

All work placements will be matched and confirmed by the school and employer and recorded in the Worcestershire Education Business Partnership (WEBP) portal.

WEBP's role within work experience is to liaise with schools and employers and to arrange appointments to visit the employer premises to conduct a health and safety risk assessment check.

Placements will be checked to ensure *Health and Safety policy & procedures and that Public & Employer Liability Insurances are in place.*

**Placement details issued to WEBP after the given deadline could mean that the student does not go on work experience at that placement.**



## WORK EXPERIENCE SUMMER TERM 2020

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When WEBP has conducted a visit and completed a Health and Safety check, the information will be updated on the work experience portal; which can be monitored and viewed by the school.

Students may receive a visit from a school representative, usually their tutor, whilst on their placement. All placements will be contacted by telephone to ensure the work placement is going well.

### The role of the employer

By taking part in work experience, the employer will gain the opportunity to help shape their future workforce, promote their company and can allow employees to develop their own supervisory skills.

Employers should aim to:

- Give your child an induction to help them understand the nature of the business
- Explain what will be expected of them during their work placement
- Explain health and safety requirements for the company
- Identify a supervisor/trainer to oversee your child's work during the placement
- Give feedback to the student at the end of the placement

### Health and Safety

Only employers who can demonstrate that they manage Health and Safety effectively will be used for placements. This will have been checked and certified by a representative of the Worcestershire Education Business Partnership if the placement is registered on their work experience database.

### Insurance

All employers who offer work experience are required to confirm that they are properly insured for accidents for which they can be held responsible. Public & Employer Liability Insurance Policy details and expiry dates will be recorded on the work experience database.





## WORK EXPERIENCE SUMMER TERM 2020

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### Prohibitions for children under the age of 16

**There are certain activities, which a Work Experience student is prohibited from undertaking:**

Use of machinery or equipment which may be dangerous for new or young workers to operate, handling hazardous chemicals, firing equipment/arms, driving of any sort, riding in an open trailer or working above 2 metres in height.

Students should only observe working practices from a safe distance where prohibited activities are within the placement location. WEBP also recommends that students should not work on unstable flooring/platforms and when being transported in a vehicle, whether with a group or lone driver, seatbelts should be worn by the student and employers should ensure the car is road worthy with valid vehicle documents and insurers are aware of students on work experience.

In addition, any students working with animals should be supervised at all times and those students riding animals should be assessed by the provider for experience and competence prior to agreeing any such activity and any inexperienced student should not be allowed to participate.

### Parental/carer consent

You will be required to complete a parental consent form, along with a student placement form providing all details of your child's work placement. If the employer is not listed on the Worcestershire Education Business Partnership work experience database, it will not have had a Health & Safety Assessment completed so it will require adding to the database.

The school is responsible for overseeing the work experience placement and will ensure that all of the arrangements are in place before a student goes out on placement.

### Making final preparations

Briefings are provided by the school and the employer but you can help by ensuring that your son or daughter knows:

- How to get there
- How long it takes to get there to ensure punctuality
- To whom they report
- The hours and meal arrangements
- The clothing requirements and dress code



## WORK EXPERIENCE SUMMER TERM 2020

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It is also essential that you ensure:

- Your child has made contact with the employer a week before the placement begins to finalise arrangements
- You have notified the placement, in advance, of any Special Educational Needs, disabilities or medical conditions your child may have
- You have completed the employer information form for your child to give to their direct supervisor on the first day of placement providing emergency contact numbers and details of any medical, Special Educational Needs or other factors that the employer will need to be aware of

You can also stress the importance of both Health and Safety in a work place and of mature conduct and behaviour during the placement.

### Useful Tips

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

- Ask your child how their placement is going, and encourage them to try harder with tasks they enjoy. Suggest that they make time to chat with people who are working in the type of job they've enjoyed shadowing
- Make sure they arrive on time
- As work days are longer than school days, make sure they have a good night's sleep
- Talk to them on a daily basis about their experiences
- Remind them to record their experiences, each day, in their log book
- Remind them to note any computer packages they may use
- Inform both the school and the employer if your child is unable to attend at any point during the placement
- Contact the school immediately if you feel your child is having problems during the work placement

If your child isn't enjoying their placement, help them to stay positive by focusing on the new skills they are developing. A placement can develop transferable employability skills and build contacts and references for future applications. Should you require any assistance during the work placement please contact Mrs Price (Careers Leader).



## WORK EXPERIENCE SUMMER TERM 2020

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### After the placement

Once the placement has finished, it's important for your child to think about what they have learned. You can:

- Complete the parent/carer section in the log book
- Remind your child to hand their log book to their tutor on return to school
- Discuss what they learned from the experience
- Discuss whether it has changed their plans
- Encourage them to write and thank the work experience provider
- Ensure they get a reference from the employer if applicable

### Work experience time scale

**6.00pm Wednesday 4 December 2019** – Launch of Work Experience to parents and students. Students will be able to use the school IT network, and any internet access at home, to search the online database <http://www.webp.org.uk/student>

## DEADLINES FOR RETURNING WORK EXPERIENCE FORMS

**Friday 24 February 2020** (Out-of-county placements)

**Friday 24 April 2020** (Worcestershire placements)

**June 2020** – All placements arranged by students, by the required deadline will be confirmed by the school. If all the correct information has been provided, (and there are no unforeseen circumstances) the school will send confirmation of your placement.

**29 June – 3 July 2020** – Students to contact employer to confirm final arrangements

**13 – 17 July 2020 – Y10 Work Experience Week**





## WORK EXPERIENCE SUMMER TERM 2020

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### A SAMPLE LETTER OF APPLICATION FOR WORK EXPERIENCE

Your name  
Your address  
Your postcode

Date

[Employer's name]  
[Full address]  
[Postcode]

Dear Sir/Madam [or name]

I am a Year 10 student at Hanley Castle High School, in Worcestershire, and studying [list of subjects].

I would like to enquire about undertaking a work experience placement at [company], the date for my work experience week is Monday 13<sup>th</sup> to Friday 17<sup>th</sup> July 2020.

I'm very interested in gaining some work experience in [chosen field of work], because [give a reason e.g *I enjoy creative work; I am also organised and motivated. I like working as a member of a team but also meeting my own targets and deadlines*].

In my spare time, I like to [list hobbies and interests] and I have also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in your company I would be extremely grateful to be considered for an opportunity to undertake work experience.

I look forward to hearing from you soon

Yours sincerely [if name is known]  
Yours faithfully [if addressed to Sir/Madam]

Sara Smith



## WORK EXPERIENCE SUMMER TERM 2020

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### **When you telephone a placement, remember ...**

- You only get one chance to make a first impression!
- Write down what you want to say beforehand
- Be polite, speak clearly and smile down the telephone
- Introduce yourself clearly and politely, say that you are a student at Hanley Castle High School and say why you are telephoning
- The contact name on the database may be out of date so be prepared to ask for the person now in charge of work experience placements
- If the person is unavailable ask when it would be convenient to call back
- Tell the person why you want to undertake work experience with their company; show you know what their company does and how you would benefit from it
- When you have obtained a placement, don't forget to write down the name of the person in the company who offered you a placement, and ask if they have a direct telephone number. Also write down the date they made the offer. You will need this information to complete the Student Placement Form.
- Finally, GOOD LUCK! – it's not always easy finding a placement, but it will be worth the effort. Be Positive.

### **Checklist**

Telephone number of the company:

Name of contact person:

Name of person you made arrangements with:

Direct phone number of contact person:

Date offer was made:



## WORK EXPERIENCE SUMMER TERM 2020

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### Keywords for Database

Schools	-	Classroom Assistant
Shops	-	Sales or Retail
Nursery	-	Child (this will bring up all child care placements)
Solicitors	-	Legal or Solicitors
Dentists	-	Dental
Construction	-	Builders, Bricklayers, Plumbers, Carpentry
Hair/ Beauty	-	Hair (this will bring up the Hairdressers and Beauty salons)
Hospitality	-	Catering / Waiter
I.T.	-	Computers
Motor	-	Mechanic
Office	-	Admin / Clerical
Horticulture	-	Garden
Agriculture	-	Farm
Engineering	-	Engineering
Manufacture	-	Manufacturing
Kennels	-	Animal
Horses	-	Horses or equestrian
Vets	-	Vet
Gamekeeping	-	Gamekeeping
Pharmacy	-	Pharmacy / Chemist
Accountants	-	Accounts
Care Assistants	-	Care
Architecture	-	Architect



## **Contact Information...**

### **Mrs Louise Price – Careers Leader & Head of Work Related Learning**

Tel: 01684 593241 extension 2222

E-mail: [pricel@hanleycastlehs.org.uk](mailto:pricel@hanleycastlehs.org.uk)

### **Mr Martin McTernan – Careers Co-ordinator**

Tel: 01684 593241

E-mail: [mcternanm@hanleycastlehs.org.uk](mailto:mcternanm@hanleycastlehs.org.uk)

### **Hanley Castle High School Website**

[www.hanleycastle.worcs.sch.uk](http://www.hanleycastle.worcs.sch.uk)

### **Worcestershire Education Business Partnership Ltd (Worcs EBP) Database**

<http://www.webp.org.uk/student>