

Guide to Work Experience For Parents and Guardians

Key Dates:

- Deadline for out-of-area* forms: 20th March
- Deadline for in-area forms: 15th May
- Work Experience Week: 8th to 12th July

Please be aware:

- Out-of-area* forms incur an additional cost of £50 (charged by CSW). This must be paid to the school before the form can be processed by CSW.

*See page 5 for area map, to determine whether a placement is in or out of area.

INTRODUCTION

Year 10 work experience is a vital introduction to the world of work and has many benefits for students. It encourages students to consider different career ideas, to try things out, and to challenge themselves with new experiences. Whilst work experience can act as a future-career taster, any experience that leads to an increase in employability skills for a student is extremely worthwhile.

Students must source their own placement, arrange the paperwork with the employer, and submit this to school by the correct deadlines. Whilst this may seem daunting to some, they are supported throughout the process by both the school and at home. The purpose of this booklet is to provide parents / guardians with the information that you require to support your child.

Summary of the process:

Student searches for and applies to placements, supported by school & parents / guardians.

- Students are shown how to use Grofar and other sources to search for placements in PSHE lessons
- Students are able to access support via the Careers Site on the Student Portal (e.g., CV and cover letter templates, sources of inspiration, Grofar user guides, etc.).

Employer agrees to host student. Student informs Employer re. Grofar Management Tool.

- Once an Employer has agreed to host a student, the student needs to inform the Employer that they will be contacted by email, by an organisation called "Grofar".
- Grofar is the platform being used by our Health and Safety provider (CSW) to manage the process.

Student logs placement on their Grofar account.

- Students log on to Grofar and register their placement.

Grofar automates key approval processes.

- Grofar sends emails to the Employer and to Parents / Guardians, requesting further information about the placement, and approval of the placement.
- The school must manage this process and chase for completion.
- CSW then completes Health and Safety checks on placements as required.

Health and Safety issues are flagged to the school to be raised with parents / guardians / the employer.

- If any Health and Safety issues are raised by CSW – e.g., incorrect insurance, the school will contact Parents / Guardians / the Employer to discuss and attempt resolution.

If you require assistance with any aspect of work experience, please call the school (01404 812 982) and ask to speak to the Careers Coordinator (Fiona Hogan).

STEP 1: FINDING A PLACEMENT

Where can students go?

Subject to the CSW Health and Safety check, there are only a few limitations:

- All placements must have Employers' Liability Insurance. In our experience, self-employed individuals often do not have this insurance and it can be expensive to procure.
- Students who are interested in working in a primary school or pre-school should go to a different setting than the one that they attended.
- Ideally students shouldn't work directly with or for close family / friends, as this does not put them outside their comfort zone.
- Students must stay within the UK.

The student needs to think about what they want to achieve on work experience, and what placement would enable them to achieve this.

How the School helps:

- Discussions and role-plays during PSHE lessons, assemblies and the designated Work Experience launch, tutor-led activities.
- Grofar has a database of previous placements, which can be a useful source of inspiration.
- PSHE Teachers, Tutors and Mrs Hogan in Careers are available for students to talk to, and can make suggestions for suitable placements based on the student's interests and aspirations. In addition, subject teachers have insights into careers around their subject areas.

How parents can help:

- Talking to your child and helping them to think about what they would like / would not like in a placement. Good starter questions include:
 - What are their interests, and what careers link to those interests?
 - Would they prefer to stay local, go to Exeter, or further afield?
 - Would they like to test out a potential career, or do they want a placement that might lead to a part-time job?
 - What will they enjoy? It is often more productive if students are in places that normally employ young people, as they will be kept busy and active – which is often more enjoyable for the student.
- Talking to your friends and family for inspiration and potential leads.

Sources of potential inspiration for placements:

Google is obviously a great tool for searching for companies and organisations. Students should certainly be doing internet-based research as a first step. Beyond that, they may find the following useful:

1) Grofar – CSW’s work experience platform

Students can access Grofar via the Careers Site on the Student Portal.

2) Online Quizzes

Undertaking an online quiz can help a student narrow down their interests. For Year 10, we recommend [the Buzz Quiz](#) and [Career Pilot](#). These can help stimulate conversations about potential careers.

3) STEM related placements (Science, Tech, Engineering, Maths)

EXIST Exeter maintains a list of organisations in and around Exeter, that work in the STEM Industries. See: <http://www.existexeter.co.uk/EXIST-Directory/>

4) Local business directories

Devon Live maintains a local business directory, which is searchable by industry type. See: <http://directory.devonlive.com/>

5) Your own network of friends / family

Whilst we do not generally allow students to work directly with or for a family member or close friend (as this will not put them sufficiently outside their comfort zone), your own network is often a great source of suitable placements. Therefore, please encourage your child to talk to your friends and family about what they are looking for, as you never know who may be able to help.

STEP 2: APPLYING TO EMPLOYERS

Students should always check an organisation's website first, in case there is information on there as to how to apply for work experience at that organisation.

If there is no information online, we advise students to phone to get the correct details for the individual responsible for managing work experience placements and ask to arrange a time to talk or for an email address to send an application by email (as the organisation prefers). We definitely recommend phoning, rather than emailing in the first instance.

Also, in our experience, organisations prefer to be contacted by the student, rather than a parent / guardian.

How the School helps:

- During lessons, we introduce examples of good practice in CV writing, emails and telephone scripts. Examples are available for students to access via the U Drive, and the standard templates in Word are also very good.
- PSHE Teachers, Tutors and Mrs Hogan in Careers are able to review application forms / CVs etc.
- Where we know of a specific recruitment process for an organisation that often hosts our students, we advertise impending deadlines for applications via Tutors / the School Bulletin.

How parents can help:

- Provide a quiet space for the student to make important phone calls.
- Help them to record who they have spoken to, what the result of the call was, and whether they need to phone back or chase anything up.
- Sometimes students will receive many rejections and will need help with their resilience and motivation.

TOP TIP: Encourage your child to try to secure a placement as early as possible. This will take the pressure off them for the rest of the year, and give them the greatest chance of securing a placement that they really want to do. If they have to wait to hear back from a placement (e.g., if it's a long application process), then sorting out a Plan B in the meantime can be really useful.

STEP 3: CONFIRMING THE PLACEMENT

Once an employer has agreed to host the student, the placement needs to be confirmed. The process for this is as follows:

1. The student explains to the Employer that we are using Grofar to manage placements, and that the Employer will receive an email from Grofar.
2. The student logs their placement on Grofar.
3. Behind the scenes, Grofar then requests additional information from the Employer, parental and school approval, and prompts CSW to conduct their Health and Safety checks.
4. Note – CSW checks can take up to 10 weeks. If CSW raise any issues with the placement, the school will contact parents/guardians and/or the employer (as appropriate) and attempt to resolve. If you don't hear anything, the placement has been approved.

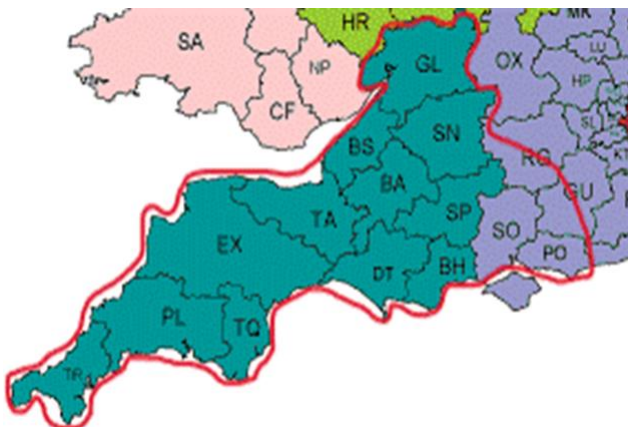
For students that cannot access Grofar, a form is available as an alternative. However, Grofar is the preferred method. If an Employer does not wish to use Grofar, the school will liaise with them directly. The student should notify Mrs Hogan in this case.

Please note – Grofar is extremely simple for students and employers.

Deadlines for the return of the completed forms AND out-of-area fees:

There are two deadlines for the return of the paperwork, depending on whether or not the placement is within the area outlined in red on the map below.

(Please note – the eastern boundary is unclear on this map, as it is a combination of postcode and county boundaries. If you would like to check whether a placement is in or out of area, please send me the details and I will ask CSW to confirm.)



- If the placement is within the area outlined in RED, the forms **must** be submitted by **15th May**
- If the placement is outside the area, the forms must be submitted by **20th March**.

Out of area placements incur a charge of £50 (this is an additional fee that we are charged by CSW for out-of-area checks). Once we have received the form in school, we will add payment to your student's Scopay account. Once payment is received, we will pass the form to CSW.

STEP 4: Preparing for and during work experience week

Once the student has secured their placement, the attention can turn to preparing them for the reality of work.

How the School helps:

- In the final weeks before work experience, we issue students with a work experience logbook. This includes pre-placement information – so that we can verify that students know where they need to go and when. We also discuss Health and Safety in the workplace and the expectations of employers.
- On the Monday, the school will call all the placements to ensure that students have arrived and are settled. We then schedule a time to visit or call the student during the week.
- Upon their return to school, students are debriefed and evaluate their experiences. We also provide students with Thank You cards, to send to their placements.

How parents can help:

- Before the placement, please talk to your child about the reality of work and make sure they ask their placement exactly what they will be doing. Sometimes students come back from work experience disappointed that they couldn't do more. Students need to have realistic expectations about the work they will do.
- Please ensure that your child can physically get to the placement, and is confident about correct bus stops, where they will get their lunch etc.
- During the placement, please notify us immediately if the student is going to be absent during the week or is having any difficulties that require our help.
- Please also support your child in completing their work experience logbook and talking about their experiences, whilst recognising that they are likely to be tired in the evenings!
- After the placement, please contact us if you have any issues that you would like to discuss.