



A Guide to Year 10 Work Experience for Parents / Guardians

The King's School

Ottery St Mary

Deadline for the return of the school's

Work Experience Form:

20th April 2018

Work Experience Week:

9th – 13th July 2018

INTRODUCTION

At The King's, we believe that work experience is a vital introduction to the world of work and has many benefits for students. 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.

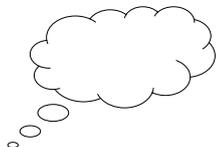
Over the course of Year 10, students will be helped to prepare for their work experience during their PSHE lessons; given support and advice from their Tutor during Tutor Time; and can meet with Mrs Hogan in Careers. The purpose of this booklet is to provide parents / guardians with the information that you require to support your child with this process.

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).

THE FOUR STEPS

WHEN MUST THIS HAPPEN?

STEP 1: THINK



NOW

STEP 2: APPLY



ASAP

STEP 3: CONFIRM



ASAP (DEADLINE: 20TH APRIL)*

STEP 4: DO!



9TH – 13TH JULY 2018

*Please note: the cut off for the return of the work experience form is 20th April. Forms received after this date will not be accepted. Please do not allow your student to work to this deadline – forms should be submitted as soon as possible rather than as late as possible!

STEP 1: THINK



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, including lessons learned from older students.
- We maintain a database of previous placements, so that students can look at this for inspiration (see back page).
- PSHE Teachers, Tutors and Mrs Hogan in Careers are all 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 topics 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?
- Talking to your friends and family for inspiration and potential leads.
- See the back page of this document for potential sources of inspiration for finding a placement.

NOTE: To fully benefit from work experience, students should step outside their comfort zone. Therefore, unless otherwise agreed by the PSHE Tutor, we do not allow students to return to their primary school, to go to a place of existing part-time work, or to work *directly with or for* close family / friends.

STEP 2: APPLY



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).

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. These examples are available for students to access via the U Drive.
- 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 keep tabs on 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 lots of 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.

STEP 3: CONFIRM



A placement is not confirmed until the school has received a completed copy of the Work Experience form, and the Work Experience Health and Safety Officer has approved the placement.

Students are responsible for the completion of the Work Experience Form. Once the student has received an offer of a placement, they can collect the form from the Careers Library or download it from the Careers pages on the school website.

The form has three parts:

- **Part 1: Student's Medical Information** – this section is completed by the parent / guardian. The entire form is then sent to the employer.
- **Part 2: Placement Details** – this section is completed by the employer, and provides the required information about the placement. On completion of Part 2, the employer should send the form back to the student.
- **Part 3: Parental Approval** – finally we require confirmation that parents / guardians approve of the placement, and therefore require a signature to this effect. We suggest you take a copy of the form at this point.

The student should return the completed form to the Careers Coordinator. The form is then passed to the school's Work Experience Health and Safety Coordinator, for their approval.

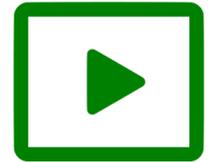
Deadline for the return of the completed form: 20th April 2018

Any forms returned after this date may not be processed and the placement may not be authorised. This is due to the Health and Safety checks that the school must complete before authorising a placement.

Please note: this is a final cut-off. We strongly recommend that students get themselves organised as soon as possible and not work to the deadline.

For information on the Health & Safety authorisation process see Page 6.

STEP 4: DO!



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, students are issued with a work experience log book. 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 and the expectations of employers.
- On Monday 9th July, the school will call all the placements to ensure that students have arrived and are settled. We then schedule a time to visit 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 starts, please talk to your child about the reality of work. 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 they need support with.
- Please also support your child in completing their work experience log book and talking about their experiences, whilst recognising that they are likely to be tired!
- After the placement, please contact us if you have any issues that you would like to discuss.

MANAGING THE RISK / AUTHORISING PLACEMENTS

We are legally required to satisfy ourselves that all placements have adequate arrangements in place to safeguard the students. The questions on the Work Experience Form have been written specifically to allow us to do this. Based on the Employer's responses on this form, and our knowledge of the students and placements, the school's WEXP H&S Coordinator will assess the perceived risk of the placement.

If we believe a placement is "High Risk", the WEXP H&S Coordinator will telephone the organisation in the first instance and may follow up with a visit if necessary. *If we are not satisfied about the arrangements in place for the student, then we will not permit the placement and we will help the student to find an alternative.*

Placements outside Devon that are "High Risk" and require a physical visit:

We are required to use external organisations to conduct "Out of County" H&S visits on your child's behalf. There will be a fee of £30 payable by the student to cover the costs of this. Please note – these organisations do get fully booked. Therefore it is best to confirm placements outside Devon as soon as possible. *If we are unable to book an organisation to visit the placement, then we will not permit the placement and we will help the student to find an alternative.*

Are there any limits on where students can go / what they can do?

The main requirements to be aware of include, but are not limited to, the following:

1. All placements must have Employer's Liability and Public Liability Insurances.
2. Students must stay on dry land:
 - a. No boats on open water
 - b. No helicopters or planes in the air
 - c. No more than 2m above the ground (for example if working with a tree surgeon).
3. Students cannot be paid.
4. Students need to stay within the UK.

SOURCES OF INSPIRATION FOR WORK EXPERIENCE PLACEMENTS

1) The King's School Work Experience Database

Students can go to: <https://careers.thekings.devon.sch.uk/account/login.php> and enter their school user name and password to access the database and search by industry.

The placements included here have accepted students in the last two years. However, this does not guarantee that they will take students this year.

2) Encourage your child to complete an online quiz to learn more about different careers and what they might suit

There are various online tools that can suggest careers based on students' preferences. See the Careers Pages on the school website for links. These can help stimulate conversation about different potential careers.

3) Interested in a STEM related placement?

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) Search a local business directory

Devon Live maintains a local business directory, which can be searched 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 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.