



A Guide to Year 12 Work Experience for Parents / Guardians

The King's School

Ottery St Mary

Absolute deadline for the return of the school's

Work Experience Form:

14th April 2019

However, please note we would appreciate if forms were returned as soon as possible.

Work Experience Week:

6th – 10th July 2019

INTRODUCTION

The vast majority of Year 12 students will have successfully completed a work experience placement in their lower school years. Therefore, students should now know what this is about, and understand the value in undertaking a placement.

The key differences between work experience in Year 10 and Year 12 are:

- Students are no longer limited to staying in the UK, and subject to the correct insurances being in place may be permitted to travel overseas.
- Students are expected to be more independent in arranging their placement – that said, parents and the school will of course provide support where needed.
- Students should be securing a placement that is directly relevant to their next steps (whether that is an apprenticeship, employment or Higher Education).

Over the years, work experience has led to many Year 12 students being offered and accepting apprenticeships or full time employment for after their A Levels. It can also deepen their subject understanding, and provide motivation for achieving their best in their exams, supporting UCAS applications. If students take the time to plan and prepare properly, it should be an extremely positive and worthwhile experience.

For students studying Biology and/or Geography, and who therefore are away during Project Week, we recommend that they arrange a placement during their holidays or the last week of the summer term.

STEP 1: FINDING A PLACEMENT

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.

Other potential sources of inspiration:

1) Go Online

There are many specific Year 12 work experience resources online to assist students in finding suitable placements, including [Success at School](#), [Student Ladder](#) and [All About Careers](#).

Students can also search job sites, and see what companies are recruiting in areas that they are interested in.

2) Local 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/>

3) Search a local business directory

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

4) Your own network of friends / family

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.

5) The King's School Work Experience Database

Students can go to: <https://careers.thekings.devon.sch.uk/account/login.php> and search Year 10 placements from the last three years. There is no guarantee that the organisation will accept applications this year.

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 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.

STEP 3: CONFIRM

As in Year 10, a placement is not confirmed until the school has received a completed copy of the Work Experience form. Once the student has received an offer of a placement, they can collect a hard copy 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 to be completed by the parent / guardian. The entire form is then sent to the employer.
- **Part 2: Placement Details** – this section to be completed by the employer. It provides the required information about the placement. The employer should send the completed 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 Mrs Hogan, Careers Coordinator.

Deadline for the return of the completed form: 14th April 2019

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

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 for employers on the Work Experience Form allow us to do this. Based on the employer's responses, 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" for the student, 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.*

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 (no boats on open water, no helicopters or planes in the air, no more than 2m above the ground (for example if working with a tree surgeon)).
3. Students must not be paid.