

# Year 10 Work Experience 2017



Mr Scott Bamber-Head of Year 10

Mr David West-Assistant Head of Year 10

Mrs Linda Bartlett- Head of Careers

Mrs D Carpenter-Work Experience Coordinator

# The Work Experience Coordinator

- Works closely with students to help them find their own placements. Some students may have a school placement.
- Develops relationships with local companies to maintain goodwill in order to gather placements for Year 10 and 6<sup>TH</sup> form
- IOSH/RoSPA Qualified-Runs Health and Safety checks on all businesses to make sure that St Ivo students will be safe working at the company.

# Preference sheet

- This is a sheet that the students have filled out to give the coordinator a basic idea of what area they would like to work in.
- They have chosen in order of preference what they would like to do for work experience.
- These have been processed and students wishing to do school placements (these are provided by companies which usually only wish to deal with school directly) will be called to lunchtime meetings in groups to be placed when all employers are confirmed.
- Students can change their minds about their choices up to 4 weeks prior to 23<sup>rd</sup> June and are always welcome to talk about any new ideas they have had.

# Student's Own Placements

- These are placements that students find themselves and are the most common type of placement.
- Maybe someone that they know, such as a parent, uncle or older sibling, who works somewhere interesting can help them negotiate a placement.
- There may be an area of work that they would particularly like to try, and can approach a company that you or they know about. Go to Careers Office first in case we have contact details that could be useful.
- Some companies do not take students at all, or only over 18s, so students should always go to the Careers Office first to possibly save themselves a pointless approach to a firm who will not accept them.

# Student's Own Placement Form

**St Ivo School** Specialist Humanities College  
 High Leys, St Ives, Cambridgeshire PE27 6RR  
 Tel 01480 375400 Fax 01480 375444 E-mail: office@stivoschool.org  
 Main website: www.stivoschool.org  
 Headteacher: Mark Patterson

humanities

**STUDENT'S OWN PLACEMENT FORM – WORK EXPERIENCE 2013-2014**  
 The Student must return this completed form to the Academy's Work Experience Co-ordinator at least ten weeks prior to going out on Work Experience or sixteen weeks if the placement is outside the local area.

**SECTION A (TO BE COMPLETED BY THE PARENT/CARER)**

Academy: **St Ivo School** Tutor: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_ Birth: \_\_\_\_\_  
 Student's Home Telephone Number: \_\_\_\_\_

**EXTRA COSTS MAY ARISE FOR PLACEMENTS OUTSIDE THE LOCAL AREA. PARENTS/CARERS WILL BE CHARGED IF THIS IS THE CASE.**

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

**Company Details**

Name of Company: \_\_\_\_\_  
 Name of Company Contact for Work Experience Placement: \_\_\_\_\_ Position: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Post Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Tel Number (Daytime/Mobile): \_\_\_\_\_  
 Date of Work Experience: Start: **7<sup>th</sup> July 2014** Finish: **17<sup>th</sup> July 2014**

**SECTION B (TO BE COMPLETED BY THE EMPLOYER)**

Type of Business: \_\_\_\_\_ No of Employees: \_\_\_\_\_

**Please confirm the following:**

Employers' Liability Insurance: Yes/No \_\_\_\_\_ Name of Insurer: \_\_\_\_\_  
 Policy No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 Public Liability Insurance: Yes/No \_\_\_\_\_

**Employers' & Public Liability Insurance, together with any other relevant insurance, is required to be in place to cover work experience related activities. We regret we are unable to take up offers of placements from organisations without such cover. Please attach a copy of your current Employer's Liability Insurance certificate.**

Health & Safety Policy: Yes/No \_\_\_\_\_ Written Risk Assessments: (If more than 5 employees) Yes/No \_\_\_\_\_  
 Are the company premises registered with the appropriate enforcing authority? (eg HSE or Local Authority) Yes/No \_\_\_\_\_

If the student is to be based in a different location to the company address please give details:  
 \_\_\_\_\_  
 \_\_\_\_\_

Our Work Experience Team will contact you to arrange a workplace audit prior to commencement of the placement.

Continued over

Students fill in the small section at the top.

Their parent or guardian **must** sign the form. There may be an administration charge for some out of county placements. There is no charge for anything within Cambridgeshire or nearby.

The rest of the form is filled in by the employer. They must sign at the bottom of the back page. If the form has not been signed by both parent and employer, it cannot be processed. **This form is only required for companies new to the school.**

# Deadline for Own Placements

- Own placements paperwork in by Tuesday the 2<sup>nd</sup> of May please. This gives students all the Christmas and Easter holidays plus some extra time to find something they would really like to do.
- It also gives the coordinator time to go out and do all of the Health and Safety checks before students go out on placement.

# 'School' placements

- These are providers that have worked with the school before and are happy to accept approach letters from students. The coordinator can usually guide students towards one of these placements after ascertaining their genuine interest. Placements where a student has a genuine interest in the placement area are always the most successful, so student motives for asking for a particular place are examined closely.
- Sometimes “Because it is next door and I can spend an extra hour in bed” or “I can’t think of anything else” are honest answers, but not good reasons to spend two weeks in an unfamiliar environment. In this case the coordinator will try to find out what the student really wants to do and help them look for something more appropriate.

# Companies not to be approached

- There are some companies that do NOT wish to be approached by students/parents and will only take students recommended by the school as they have particular requirements of the type of student they feel will be suitable for their business.
- Students will be made aware of these companies which include;
- Waitrose/ St Ives Nursery/MediVet/Hunts Community Radio/Leeds Day
- All local primary schools (no ex-pupils)



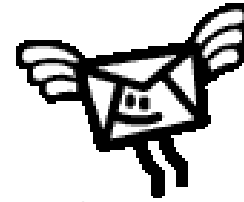
# Health and Safety at work

- The coordinator and another member of staff are both RoSPA/iosh qualified risk assessment auditors and will visit each placement provider to check that it is safe for our students to be there.
- For placements out of county, an outside agency can be engaged to carry out the check **at a cost which will be passed on to parents.**
- All providers are obligated to sign a safeguarding children form which outlines basic child protection policy.

# CVs

- CVs should have already been written at the end of Year 9. The coordinator will help any student whose CV needs some work to get it just right.
- Everyone will write a CV whatever their placement circumstances. CVs are sent out with letters.
- CVs are constant working documents. Students will need one to apply for;
- Employment\apprenticeships
- St Ivo Sixth Form
- Other places of further education

# Letters





- Everyone writes a letter. In their letter, they will request an interview. Some providers prefer emails, but these, as well as letters will have to be checked for spelling, grammar and appropriate content by a member of staff.
- If they have an own placement, their letter is to thank the employer for offering them the placement, and to arrange an interview.
- If they have a school placement, their letter is to introduce themselves and arrange an interview. The employer will be expecting a letter from them.
- The coordinator is always available at lunchtimes to help students write their letters. There are templates available for students who want to do the letters on their own, but would like a little guidance.

# Interviews

- All students should have an interview, as it is an opportunity to experience something that they will have to face in the future and will be good preparation.
- Interviews, as well as letters, are their chance to impress the employer.
- Students should dress smartly or in proper school uniform.
- Yellow forms are signed by the employer at the interview.

# Four Way Agreement Form

## deadline Friday 23<sup>rd</sup> June 2017

 <b>St Ivo School Specialist Humanities College</b> High Leys, St Ives, Cambridgeshire PE27 6RR Tel 01480 375400 Fax 01480 375444 E-mail office@stivoschool.org Main website: www.stivoschool.org Headteacher: Mark Patterson			
<b>WORK EXPERIENCE AGREEMENT 2013-2014</b>			
<b>Contact at the Academy</b>			
Work Experience Co-ordinator: <b>Mrs Donna Carpenter</b>			
Tel No: <b>01480 375435</b>		Date of Work Experience: <b>7<sup>th</sup> July – 17<sup>th</sup> July 2014</b>	
<b>Student Information</b>		<b>Parent/Carer Information</b>	
Name:		Parent/Carer Name:	
Tutor Group:		Address (if different from that of student):	
Address:			
Tel No:		Tel No:	
Date of Birth:			
<p><i>Form to be taken/sent home for completion of Sections A and B by parent/carers and student.</i></p>			
<b>SECTION A: To be Completed and Signed by Parent/Carer</b>			
<p>It is a condition of work experience that students do not receive payment.</p> <p>An employer providing a work experience placement is asked to confirm that they have Employer's &amp; Public Liability Insurance together with any other relevant insurance covering work experience related activities.</p> <p>Under health and safety law the student is regarded as an employee or the work experience provider for the duration of the placement. As such, the employer has the same responsibilities for health, safety and welfare of the student as it does its other employees.</p> <p>You are however required to disclose any medical conditions or additional needs the student may have to enable the employer to ensure the health, safety and welfare of the student during the placement.</p> <p><b>Failure to disclose any medical conditions or additional needs may jeopardise the success of the placement and could invalidate your child's insurance cover.</b></p> <p>As Parent/Carer of the student named above, I confirm that I have read and understood the job description and risk assessment for this placement, which highlights any significant risks associated with the task to be carried out by the student. I accept responsibility for him/her when not on site ie lunch/travel to and from the work placement I also undertake to ensure that he/she adheres to the stipulated conditions.</p> <p><i>Please delete as appropriate*</i></p> <p>I confirm that <b>he / she does / does not</b> have any medical condition that could result in unnecessary risk to his/her health and safety or to the health and safety of another person whilst undertaking work experience.</p> <p><b>My son/daughter has the following condition(s)**:</b></p> <p><b>Whilst undertaking work experience this means that he/she will/might need the following assistance support:</b></p> <p>** Please also indicate if your son or daughter regularly takes any medication that needs to be brought to the workplace.</p>			
Parent/Carer Signature:		Date:	

<b>SECTION B: To be Signed by the Student – after completion of Section A</b>	
<p>As the student named above, I confirm that I have read and understood the job description and risk assessment for this placement. I agree to follow all safety, security and other instructions, given by the employer, both written and verbal. I also undertake not to disclose any information confidential to the employer without the employer's approval.</p>	
Student Signature:	Date:
<p><i>Form to be taken/sent to employer for completion of Section C</i></p>	
<b>SECTION C: To be Completed and Signed by the Employer</b>	
<p><b>This section should only be completed when Sections A and B have been completed and signed to ensure that all relevant information has been provided to ensure a successful placement.</b></p>	
Company Name:	Address:
Work Experience Contact Name:	
Position:	Tel No:
<p>As an authorised representative of the above named employer, I agree to the student named above undertaking work experience with the organisation/company in accordance with the agreed job description and risk assessment.</p> <p>I confirm that I have read Sections A and B and (where appropriate) undertake to provide the additional support or assistance required by the named student whilst undertaking work experience.</p> <p>Where necessary the job description and risk assessment has been revised to take into account of any special needs or conditions. Updated copies of the job description and risk assessment are attached to this form where any revisions have been necessary.</p> <p><b>Please tick box if it has been necessary to revise either the job description or the risk assessment.</b> <input type="checkbox"/></p>	
Employer Signature:	Date:
<p>Although it is important that relevant information concerning specific needs or requirements is shared with all those involved with supervising the student, please treat this form as <b>confidential</b> and retain a copy for your records before returning to the Academy.</p>	
<p><i>Form to be taken/sent to the Academy for completion of Section D</i></p>	
<b>SECTION D: To Be Completed by the Academy – but only after completion of Sections A, B and C</b>	
<p>In my capacity as Work Experience Co-ordinator, I confirm that all sections A, B and C have been signed</p>	
Signature:	Date:
<p><b>NB: The work experience placement cannot commence unless the form has been checked by the Academy to ensure that all four signatures are in place.</b></p>	

# Job description

- Before their interview, students will be given a job description.
- This will tell them and you;
- What their duties and working hours will be
- How they should dress appropriately for the work
- Make clear any health and safety issues

# At work



- Students will have a health and safety induction.
- After a few days, the school will ring the employer to see how they have settled in.
- They will fill in a work book during the placement to record their thoughts, achievements and progress.
- Students will be visited at their placement by their form tutor or another member of staff who knows them. If, for any reason, it is not possible to visit, another phone call will be made to check that all is well with the student.

# Feedback Day



- On Monday 17th , when students return to school, they will spend lessons 1-3 carrying out these activities;
- Filling in a placement Feedback form and sharing their experiences with their peers
- Writing a thank you card to their employers
- Writing a Summary Statement of their Work Experience and updating their CV



# Any questions?

- Please feel free to email the coordinator with any queries you may have and your questions will be answered as soon as possible.
- [dcarpenter@stivoschool.org](mailto:dcarpenter@stivoschool.org)