

## WORK EXPERIENCE GUIDANCE FOR PARENTS AND CARERS

Work experience involves placing a learner/student in a situation where they gain first-hand experience of the variety of tasks which are involved in a particular role. This experience is a part of what we call in school **Work Related Learning** – ‘about work, for work, through work’.

Where direct involvement is not permitted, the student may spend part of their time observing others in their work and asking questions in order to enhance their own knowledge and understanding.

### FINDING A PLACEMENT

Having the initiative to find a work experience placement is one of the best ways for students to experience the world of work. It means that they are more likely to get a placement they really want, and they’ll gain valuable experience for applying for future training or employment. The school is on hand to support students with this process.

Firstly, students will need to do some research. They will need to think about the type of role they would like and the type of organization it will be in. Then they can ask parents/ guardians, family, friends, school staff for contacts and ideas. Google is also useful for research and can help students to look at the location of the organization and see if they can easily get there.

Secondly, students will need to contact the organisation to ask if they can offer a placement. A direct introduction is best, so see if anyone known to the student (parents, friends, teachers) can offer an introduction. If not, see if you can find a contact online. Approaching new people can be slightly daunting but if students are well prepared, they are likely to feel more confident, so it’s important to be clear about what is being asked for and give details such as when, how long and what the student is looking for. Students can contact the organisation by telephone, letter or email. Students may need to try a few people to get a yes – just like they will need to apply for more than one university or employer in the future.

If students are having problems finding a placement, school will support your child with finding suitable contacts. Please contact [Careers@Deyes](mailto:Careers@Deyes) before any deadline dates as they may have contacts students can use or can help with emails/letters to send out.

Things to consider:

- parents have responsibility for travel to a placement so make sure the student can get there
- Not all job roles are suitable for work experience (e.g. Brain surgeon), so students may need to be more realistic in their choice or what they will get to do on placement
- Some sectors are very competitive

Some organisations may have an application form to complete

### CODE OF CONDUCT

‘Code of Conduct’ will be discussed with the students before work placement, both with their Form Tutors and during planned sessions relating to preparation for their placements. Students will be issued with a ‘Work Placement Booklet’ which they will begin to fill out before their placement begins. This will contain details about the conduct expected from them and failure to comply with this may result in the termination of a placement and school disciplinary procedures being implemented.

## **TRAVEL AND LUNCH ARRANGEMENTS**

To make the experience as realistic as possible, students will normally work the same hours as young people within that company. Placements should be arranged within reasonable travel distance from the home address. Parents and students are expected to organise their own transport and lunch arrangements.

## **STUDENT ABSENCE DURING WORK EXPERIENCE PLACEMENT**

Parents must contact employers and Deyes High School when students are to be absent from the placement. It is expected that employers will be contacted within 30 minutes of the student's usual start time on the day of absence. School should be contacted following school absence procedure.

## **CONFIDENTIALITY**

Students are expected to hold in confidence any information about the employing organisation that they may obtain during work experience. Students are not to post or comment about their work experience on-line or any Social Media platforms.

## **HEALTH AND SAFETY**

Certain areas of work have a higher risk factor than others and therefore should be avoided by young people. The choice of placement may also be affected by a student's medical condition. Please indicate on the consent form if your son/daughter has any health related problems that we need to know about in order to place them safely within industry.

Employers are required to ensure that students are supervised at all times, whether participating in a work activity or observing someone else.

Under current legislation young people on work experience are defined as 'employees'. This means that they have the same responsibilities for health and safety as any other employee. You should be sure that your son/daughter understands this. As such, they will be covered by the Employers Liability policy for the purposes of insurance against personal injury, which the Work Related Learning Officer will always check before a student can go on placement with an employer.

Information relating to the relevant legislation can be found here:

<http://www.hse.gov.uk/youngpeople/workexperience/parent.htm>

All employers providing work experience placements will be checked to ensure they hold appropriate insurances including Employers Liability Insurance. This insurance covers injury to students on work placement (as they are deemed to be employees for insurance purposes) and therefore it is essential any employer offering a work placement has it.

Employers have primary responsibility for the health and safety of the student on placement and should be managing any significant risks. The school takes reasonable steps to satisfy itself that they are doing this before placements are approved.

The school gives every employer information covering their legal duties for health & safety and a reminder to give every student a health & safety induction at the start of the placement.

Employers are required to report any accident or incident involving a student to the school.

Any further questions can be send to: Mrs Dainton-King, [Careers@deyeshigh.co.uk](mailto:Careers@deyeshigh.co.uk)