

# Student Initiated Work Experience 2016/17



## Introduction

This document explains what you need to do if you would like to go on work experience and you have not been identified by the school to take part in the Work Related Learning Package in Year 10.

## What do I need to do if I want to go on a work experience placement?

1. You will need to complete the **Work Experience Request Form** (available on the website and from the careers office) and provide the following details:
  - The type of placement you would like/or the name of an employer you have already contacted
  - The dates you are proposing to go on work experience
  - Your reasons for requesting this work experience placement

To ensure we can get all the paperwork completed, we will need at least 13 weeks notice of a placement.

**Please return your completed Work Experience Request Form to Reception at the front of school and mark it for the attention of Mr M Munshi.**

2. Once we have received your letter, one of the Careers Teams will make contact with you and discuss your work experience placement and what you need to do next.
3. Once the placement has been agreed by everyone concerned, including: parents, form tutor and subject tutors, we will ask you to complete the following paperwork:
  - Data Agreement Sheet** (It is important that your parents/carers declare any illness, medication or allergies on this form).
  - Student Initiated Form** which needs to be completed by the employer.
  - We will also require £2:00 to cover insurance. (Please see below.)

When all the paperwork is completed, you will receive your confirmation paperwork from DevelopEBP. This will contain:

- A confirmation letter to your parent/carer
- A student report for completion
- An employer report for completion and a job description
- A copy of the interview letter if you are asked to go on one

A letter will also be sent to your work experience employer.

**At this stage a member of the Careers team will meet with you and make sure you understand everything you have been given and what you need to do next.**

4. If the nature of your placement means it has to take place during term time you will need to ensure you complete the '**Work Experience School Work to be Completed Form**' - available from the careers office.
5. During your placement a member of the Careers Team will phone your employer to check that the placement is progressing well.
6. After your return, you will receive a report from your employer which you will then be able to use in future references.

## **What do I need to consider when thinking about work experience?**

Here are some key questions students often ask about work experience:

### **a. When can I go out on Work Experience?**

For most students work experience will take place during their school holidays. This will enable them to experience a purposeful and relevant placement at a time which is appropriate and convenient to them. It will also mean that their school work will not be disrupted.

### **b. What can I do for Work Experience?**

There are a whole range of things that students can do on their work experience, but students should consider the following when making their final decision:

- Some establishments are not able to offer placements to 15 year old students, because of problems with Insurance, company policy or Health and Safety (Young Persons) Regulations 1997.
- Some professions may not allow you to take part in certain activities because of the confidential nature of their business, for example legal or medical.
- Areas such as Physiotherapy may be able to offer one or two days observation, but would NOT be able to allow any hands on experience because of the nature of the industry.
- The Public Service sector often involves all of the above, for example the Citizens Advice Bureau.

However, your parents or members of your family may have contacts in particular areas that will enable you to go on a work placement, which would not be possible under other circumstances.

### **c. Where can I travel for my Work Experience placement?**

Students can travel to anywhere in the country to do their work experience.

However, please bear in mind that a placement outside Bedfordshire will incur an extra charge for the Health and Safety check and students have to fund, and arrange, their own travel arrangements.

### **d. Am I insured while I am on a work placement?**

All placements arranged by DevelopEBP come under their insurance arrangements. Areas not recognised by Bedfordshire Develop Education Business Partnership are **NOT** covered by their insurance scheme.

Parents/guardians will be asked to pay £2:00 per student to cover insurance costs. The money must be paid when students submit their initial paperwork. The insurance scheme is offered by Central Bedfordshire County Council at a minimal price, subject to students being in full-time education with the Local Authority. It covers students for the duration of the placement, including travelling to and from the placement.

Insurance is a **compulsory** part of the Work Experience arrangements organised through school.

### **e. Will I get paid while I am on Work Experience?**

The short answer is no - but some establishments may offer to pay transport fares and meal costs etc.

Please email [mmunshi@harlington.org](mailto:mmunshi@harlington.org) if you need any further advice of guidance.