

Work Experience 2017

**Monday 17th July–
Friday 21st July**

**Parent & Pupil Guide to
securing a placement**

Some general information about Work Experience

Finding a placement should not be left to chance you need to be proactive and do something now.

The most important point to realise is that it does not have to be related in any way to a future career choice.

Whilst it may be desirable to experience an area of work you are considering you probably will not be able to do the actual job and in many cases may not even be allowed to even observe. For example the work of Doctors and Lawyers is confidential and often employers restrict access to office based tasks. Likewise jobs that appear glamorous and appealing like beauty therapy and hairdressing are hard work and tedious with cleaning and tidying the main element of the work.

These are the benefits of doing work experience:

- An opportunity to work with adults of differing ages, experience and personalities.
- An opportunity to experience life from the perspective of an employee (employer expectations, skills required to do a job, dress code, working conditions etc)
- An opportunity to experience a type of working environment (office based, practical manual, challenging, skilled, caring etc)
- An opportunity to develop and practise your personal skills
- An opportunity to rise to a challenge to prove to your self and others how mature and responsible you can be

When choosing a placement it is important to consider the following factors:

- Will you be mainly indoors or outside whatever the weather?
- Do you mind getting dirty?
- Do you want to dress smartly?
- You may be required to work longer hours (9.00 - 5.30 is typical)
- You may be given tasks that seem very simple and boring. The employer does not have time to train you in the short amount of time you are with them.

Remember you will be expected to:

- Complete the normal duties of an employee
- Work the normal hours of that type of employment
- Be supervised by older, more experienced employees
- Obey the employer's Health and Safety Regulations
- Co-operate with other staff
- Wear suitable clothing
- Make your own travel arrangements

It is a wonderful opportunity and the vast majority of our pupils return from their work experience having learnt a great deal about themselves and with a clearer understanding of what they might aspire to do in the future.

How to find a placement

You should find your own placement by approaching an employer with the work experience dates and asking if they will be willing to take you.

Many employers do this and they are used to this direct approach. If you have a particular career area or employer in mind it is important to start approaching them now, do not leave it. Many companies only take a few pupils over the year and they do get booked up very early.

You can approach them either by letter, phone, email or in person. If you have not had a reply after 2 weeks follow up your original enquiry with a call or personal visit if appropriate. Approach more than one at a time to keep your options open.

Once an employer says yes ask them to fill in the forms at the back of this booklet. They need to complete the first one and keep it. The other sheets need to be filled in in detail as this helps when assessing the suitability of the placement. You need to then fill in the other personal information about yourself and both you and your parents need to sign the agreements. Forms that are not completed properly will be given back and this can delay placements being approved.

This form is then returned to Mrs Illsley via Pupil Reception.

Please also note:

The Risk Assessments and Health & Safety checks for work experience placements are carried out by an external Company; to assist with this cost, we are asking for a voluntary contribution of £20. This will be available for payment online or may be made by cash/cheque made payable to Swanmore College.

Once you have handed in a placement form you cannot change your mind unless;

a) you pay an administration fee of £20 or

b) you have a very genuine reason why you would not be able to take up the placement (changing your mind because you have been offered something else is not a suitable reason) in which case you should speak to Mrs Illsley ASAP.

Some important information about placements

- All pupils are expected to participate in the work experience programme.
- As work experience coordinator Mrs Illsley is the person you should contact if you have any problems or concerns at any time during the process. She can be contacted via the school office on 01489 892256.
- All placements have to be checked either by Mrs Illsley or by our Education and Business Partnership, EBP South. The checks ensure that the employer has the correct insurance and risk assesses the work placement.
- Offline placements can be with virtually any employer as long as they have:
 - Employee Liability insurance
 - Are prepared for EBP South or Mrs Illsley to visit/call them to discuss the placement and undertake a risk assessment (many employers have already had this done).
- The placement should aim to be within the local area.

Placements outside of the UK are not permitted unless under very special circumstances. Placements within the UK but outside our local postcodes would also need to be discussed with Mrs Illsley before they can be arranged.

In many cases they can be authorised but each one needs to be considered individually. These out of area placements may incur extra costs that cannot be met by the school within the normal contribution we are requesting, and parents may be asked to provide a further £100-120 payment for this when submitting forms. Please contact Mrs Illsley to discuss individual situations as soon as possible if this applies to you.

An Important Date

The following date is important and needs to be adhered to. Failure to meet this deadline may result in a placement not being approved and an alternative offered. If you have secured a place do not delay in passing me the details I would prefer them earlier than this if possible.

Placements forms to be handed in by Friday 24th March

If a placement is not secured by these dates Mrs Illsley will continue to work with pupils to secure placements as every pupil undertakes some form of work experience/WRL even if it is within the school environment.