

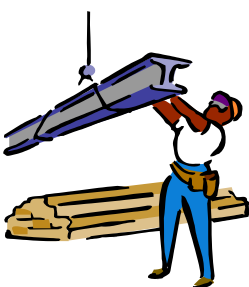


# FEARNHILL SCHOOL

**YEAR 10**  
PARENT/STUDENT

## WORK EXPERIENCE GUIDE

9th - 13th MARCH 2020





# FEARNHILL SCHOOL

Headteacher – Ms E Ellis BA, MA

October 2019

Dear Parent/Carer

**Re: YEAR 10 WORK EXPERIENCE: 9<sup>th</sup> – 13<sup>th</sup> March 2020**

We have developed, with the help of YC Herts (Youth Connexions) and in conjunction with local employers, a very successful Work Experience programme for all Year 10 students.

This year your son/daughter will spend the week of 9<sup>th</sup> – 13<sup>th</sup> March in a work environment and we hope that this will prove most effective in developing their skills, general understanding of working practices, self-confidence and maturity. S/he will also keep a daily record of their placement and at the end of the week their employer will provide a written assessment of their overall performance.

The majority of student placements are organised through YC Herts. Parents who wish to organise a private placement for their son/daughter, should be aware that (i) many employers in Hertfordshire belong to the Work Experience Programme and will not accept private approaches from parents, (ii) YC Herts has to charge for the visiting and vetting of certain private placements (see later details).

If you require any further information about Work Experience or clarification of any of the points in the booklet, please do not hesitate to contact me.

Yours sincerely

Ms L. Balchin  
(Head of Careers, Work Related Learning & PSHCE)

Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA

Telephone: 01462 621200 – Email: [admin@fearnhill.herts.sch.uk](mailto:admin@fearnhill.herts.sch.uk) – Website: [www.fearnhill.herts.sch.uk](http://www.fearnhill.herts.sch.uk)

**GROWING EXCELLENCE EVERY DAY**

## FEARNHILL SCHOOL - WORK EXPERIENCE - A GUIDE

Successful Work Experience depends on the full support of parents. These guidelines are intended to help you, the parent, understand what is involved and the part that you can play to ensure that your son/daughter's placement is a success.

### **The Aims**

Work Experience involves your child spending a one-week block on employers' premises, carrying out real work tasks and experiencing as nearly as possible the hours, working conditions and regulations they would encounter as an employee. It gives your son/daughter the opportunity to experience the World of Work at first hand and helps with their preparation for adult life. Not only will they learn more about the world of work, they will also learn a great deal about themselves as young adults.

**Please remember that Work Experience is not about determining your child's future occupation. The emphasis should be on the experience of work itself, irrespective of the actual type of work that is undertaken.**

### **Organisation**

Work experience forms an integral part of the school curriculum and is organised as follows:

- YC Herts negotiates and checks suitable placements with employers.
- School matches students to placements and is responsible for all subsequent arrangements with employers and students.
- Students are prepared at school before going out on their placement.
- Teachers try to visit students to monitor their progress during the Work Experience week.
- Telephone contact is made where visits are not possible.
- Students complete a daily written task about their placement activities and experiences in their Work Experience logbook. You can help support your child by encouraging them to think about what it is they wish to achieve during their placement, the ways in which their placement will provide opportunities to learn and helping them with the exercises and action plans that should be written in their logbook.
- Upon completion of Work Experience, employers fill in an assessment of the student in their logbook.
- The Work Experience logbook is recognized by employers, schools and colleges as an excellent Reference tool.

## **Illness and Absence**

You are required to inform the school as soon as possible if your son/daughter is ill and cannot attend Work Experience. You must also inform the employer within the first hour of the normal working day.

Medical or dental appointments should, where possible, be avoided during Work Experience. If appointments are made, the employer must be notified in advance. The school must be informed if there are any other problems or difficulties.

## **Payment**

The law does not allow your son/daughter to be paid while taking part in curriculum activities such as Work Experience. However, employers may assist with lunch or travel costs if they so wish.

## **Travel**

Unfortunately, the school cannot cover/reimburse the cost of transport to and from your child's placement. However, should the cost of travel prove difficult for you please do not hesitate to contact either the school Bursars or Ms Balchin in order that we may come to some arrangement. Please note this is and should be for exceptional circumstances only.

**If you are in a position to be able to take your son/daughter to their placement every day and perhaps willing to travel to places not accessible by public transport, please discuss this with your child. Indeed, this invariably means that your child will almost certainly be guaranteed such a placement as there will be little take-up if other students simply cannot get there.**

**Please ask you son/daughter to let me know if they can be taken to 'out of the way' placements as this will help greatly with the allocation of work placements.**

## **Hours of Work**

Generally, the hours of work will be those of a normal working day. Hours will be agreed in advance by YC Herts to ensure that they do not contravene current legislation. However, in some cases this may involve an earlier start than is required for school and in others it may include Saturday. Your son/daughter should not be expected to work hours any different from those stated on the Placement Sheet.

If they currently have a job that might clash with their hours of work required for their Work Experience such as a Saturday job for example, it is the student's responsibility to negotiate with both parties before their placement starts in order to come to some arrangement.

## **Safety**

All placements arranged through YC Herts Work Experience Programme are vetted by the Work Experience Organiser (WEO). All aspects of health and safety are checked thoroughly when the WEO visits the employer's premises prior to Work Experience taking place. The WEO also visits privately arranged placements to confirm that health and safety regulations are being followed.

Although employers are obliged by law to make sure that their premises are safe and secure, students on Work Experience are equally expected to observe all procedures and regulations strictly. Clear explanations of these will be given in the work place. As a parent you can help by encouraging your child to act responsibly and follow all safety and security rules.

## **Medical Information**

Your son/daughter's state of health is taken into account when arranging their placement. In the vast majority of cases, there are no problems. Nevertheless, **it is extremely important that you inform the school if they have any medical condition, however mild, that may affect what they do on their placement.** Failure to do so could put your child and others at risk - neither YC Herts nor the school can accept any responsibility for this.

## **Insurance Cover in Case of Accident**

Every effort is made to minimize the risk of accidents. However, to cover every eventuality Hertfordshire County Council has taken the following steps:

1. Personal Accident Cover is in force for all students on work experience.
2. Employers participating in the YC Herts Work Experience Programme are required to carry Employer, Public and Third Party Liability Insurance extended to cover Work Experience students.
3. Travel in company vehicles will be covered by the employer.

## **Confidentiality**

It is possible that your son/daughter will have access to confidential information. Employers offer Work Experience on the strict understanding that such information will not be disclosed to anyone. They may be asked to sign a Confidentiality Notification by their employer.

## **Attendance**

Full attendance during the week is essential if your son/daughter is going to get the most out of their Work Experience.

## **Meal Breaks**

Your son/daughter is not required to remain on the employer's premises at lunchtime. If they are receiving free school meals, please contact the school if providing lunch during the Work Experience week will cause hardship for your family.

## **Vetting**

Recent legislation under the Children's Act makes it necessary for some students on Work Experience to have their background checked if they are going to be in contact with children under 16. You might be asked to give your consent in writing to this procedure if your child wants to work in a nursery or infant/junior school, or similar environment.

## **Parental Approaches to Employers/Private Placements**

If you wish to arrange a private placement for your son/daughter then the following arrangements apply:

- In line with current statutory legislation, students are not permitted to do Work Experience in private placements which have not been previously visited and vetted.
- The use of a Letter of Understanding from an employer or a parental disclaimer is not acceptable.
- Your son/daughter is aware that they should collect a **'Private Placement' form, ask their potential employer to fill it in** and return it to Ms Balchin by the dates explained below.
- Private placement details must be given to the school as soon as possible and before **6<sup>th</sup> December 2019 for placements in Hertfordshire**. There is no charge for this service.
- For placements **outside Hertfordshire**, the same process applies and again forms must be returned by **7<sup>th</sup> December 2019**. YC Herts makes a charge of **£65.00** for this service. **This MUST be paid in full by Friday 21<sup>st</sup> February 2020 or your son/daughter will NOT attend their placement and therefore have to stay in school for the week.**
- - I. For placements within Hertfordshire and the immediate surrounding areas: a check will be made to see if the employer has been cleared by YC Herts and placements will be visited and vetted if necessary.
  - II. For all other placements: arrangements to visit and vet placements in other areas will have to be made, hence the charge applied for this service.
- It cannot be guaranteed that your Private Placement will be approved. Students must therefore still choose six areas of interest from the selection on Link2 as a back-up. In many cases your son/daughter might not hear if their placement has been successful or not until the week before Work Experience starts.
- **Students/Parents must not approach employers for a Private Placement at that place of work if the placement is already on Link2. It is therefore essential that students check Link2 at the earliest opportunity to see what is available to them. If they are unsure as to whether a job is on Link2 or not – ask!**
- **If your son/daughter really wants a specific job at a specific company then it really is up to them to approach the employer for a Private Placement (as long as it is not on Link2). By doing so this placement is virtually guaranteed as long as it is Health & Safety approved.**

Finally, we hope that your son/daughter will understand and appreciate the commitment of employers to making Work Experience worthwhile. A great deal of time and effort is devoted to organizing each work programme. Your support will help to ensure that your child's placement is a success.

## **Your child's Work Experience choices:**

Most of the work placements we are offered can be classified as belonging to one occupational area, each with its own tasks, abilities, interests and skills.

Your son/daughter needs to think carefully about their own interests and skills, as this will help them to identify the most appropriate occupational areas to choose for their placement.

Remember, we ask for **six jobs from six different areas** of work and we shall try our best to match your child with one of these. However, should they not be matched to one of these areas-don't take it personally! We will discuss some more choices with your child and get them placed. Remember-it is the experience of work that is important NOT the type of work that they undertake.

Please discuss the choices with your son/daughter AND remind them that when selecting the actual job on Link2 that they are able to get to their placement!

The Link2 database goes 'live' on Monday 4<sup>th</sup> November 2019, you may access this once students have been given the relevant information, by logging on to:

<http://hcc.learnaboutwork.net> and typing in your child's Pin No. Your child will be issued their pin no's as soon as we receive them from YC Herts. **(Please make sure your son/daughter does not lose or share their Pin No)**. This will enable you to access all the available jobs and details of the placements.

**Students must not press 'Submit' until told to do so by their Tutor.** Any changes students make on Link2 are automatically saved every time they log on or off. 'Submit' will lock their current choices and no further changes can be made! This will therefore jeopardize their chances of getting 1 of their 6 choices.

**These are the areas of work available to you. From these you must select six different jobs from six different areas. All of the jobs are on Link2.**

Administration, Business and Office Work	Leisure, Sport and Tourism
Building and Construction	Manufacturing and Production
Catering and Hospitality	Marketing and Advertising
Computers and IT	Media, Print and Publishing
Design, Arts and Crafts	Performing Arts
Education and Training	Personal and Other Services including Health and Beauty
Engineering	Retail Sales and Customer Services
Environment, Plants and Animals	Science, Mathematics and Statistics
Financial Services	Security and Armed Forces
Healthcare	Social Work and Counseling Services
Languages, Information and Culture	Transport and Logistics

## Reminders for your son/daughter:

- Remember that you will have to make **six different job choices from six different areas of work.**
- **By Friday 6<sup>th</sup> December 2019**, you will have completed **Link2**, your '**Choices Form**' and your '**Application Form**'. The latter should be, and will be, treated as if you were applying for a job in the real world. You should give your Application Form to your **form tutor**.
- Placements should be allocated in the week beginning **6<sup>th</sup> January 2020**.
- **By Friday 7<sup>th</sup> February 2020**, you will have **written a letter of introduction to your employer and handed it in to your tutor. Do not send these yourselves.**
- **By Friday 7<sup>th</sup> February 2020**, you should return the '**Medical/approval form**' (issued later) once your placement has been confirmed and return it to Ms Balchin. **No form, no Work Experience!**
- **You must make telephone contact with your employer at least two weeks prior to attending your placement** to ensure that they have received your letter. You may be required to attend an interview to determine your suitability and/or acquaint yourself with the placement before arriving on the **9<sup>th</sup> March 2020**. It has been known for students to have been turned down in the past simply because they have not bothered to telephone their employer beforehand. Remember-first impressions count!
- Remember not to post any comments on any social network sites such as Facebook/MSN/Twitter about your employers or write any personal comments in your WEX logbook. You must be strictly professional and adhere to these rules.
- You should have your logbook with you at work every day and should you be unable to go to work, you must phone both the school and your employer that morning.
- After Work Experience week, you will come back to school on **Monday 16<sup>th</sup> March 2020** where you can share your experiences of the world of work.
- **Enjoy your week. Make the most of the opportunities available to you, use your initiative and make a good impression - it could be the making of you...**