

WORK EXPERIENCE PROGRAMME INFORMATION FOR PARENTS AND PUPILS *THE 'LEARN TO WORK' TEAM*



Bordesley Green Girls' School

Harborne Academy

Hodge Hill Girls' School

Jewellery Quarter Academy

King Edward VI Five Ways School

King Edward VI Lordswood Girls' School

Kings Heath Boys' School

Moseley School

Rockwood Academy

Saltley Academy

Small Heath Leadership Academy

Tile Cross Academy

Waverley School

Waverley Studio College

Yardleys School

Joseph Chamberlain College

Introduction

This booklet gives useful advice and information to parents to help ensure a successful work experience placement. It should answer any questions you may have about work experience and what it involves. *Please read the booklet carefully with your child.*

Work Experience – the benefits

We see work experience as an essential part of preparation for adult life.

- **It is compulsory for your child to go on a work experience placement, as part of the work related learning curriculum in school.** Work experience gives your child the opportunity to gain an understanding of the world of work and working life.
- Work experience puts your child in a completely new and different situation and gives them the chance to see what the world of work is really like.

Work experience will give your child a real insight into working life:

- working with adults
- longer hours and shorter breaks
- journey to and from work

We hope that your child can arrange a placement that matches a potential career interest, but this isn't the main aim of the programme.

The work experience programme gives your child the chance to improve important skills such as:

- communication
- time management
- numeracy
- literacy
- ICT

It will also help improve your child's organisational skills and self confidence and show future employers and learning providers that they are mature, reliable and hard working.

Placement Selection

- All pupils are encouraged to find their own work experience placement.
- Your child has a fixed period of time to find a placement before the 'Own Placement Deadline'.
- Once a pupil has found a placement they must complete the 'Own Placement Form' and return it to school immediately.
- For legal reasons (under Health and Safety legislation) your child will not be allowed to spend their work experience with an employer who works on their own.
- Pupils who do not find their own work experience by the 'Own Placement Deadline' will choose from a computer database of employers in school. There will be limited choice on the database and pupils may not be allocated the exact placement that they want.

Health, Safety and Welfare

- All employers participating in the programme undergo a 'Health & Safety Check' to ensure their suitability to offer a placement.
- These checks are carried out by an outside organisation before your child's placement begins.
- The checks ensure that employers have the appropriate level of 'Employer Liability Insurance' in case of accident during placement.
However, please note that this insurance does not cover your child on their journey to and from the employer.

It is essential that school has your latest contact details in case of illness or an unlikely accident during placement. *If your details, especially mobile phone numbers, have been changed recently please contact the school **immediately** with the new details.*

Data Protection Act (1998)

The Act states that we need you to tell us about any:

- medical conditions from which your child may suffer
- criminal convictions your child may have

This means the employer has the appropriate support measures in place to safeguard the welfare of your child and other employees in the workplace.

Please ensure that you complete the parental consent form enclosed with this booklet and return it to your child's school as soon as possible.

Work Placement Details

We will write to you shortly before your child starts work experience with the placement details. You will receive the:

- employer's address and contact details
- hours of work
- lunch arrangements
- expected dress code

Your child will find out more about specific duties and job specification when he/she attends their pre placement interview before work experience.

Travel and Contact

- Your child should make their own way to their placement and make sure they arrive on time.
- If there are any particular travel difficulties you wish to discuss, pupils or parents can contact the 'Learn to Work' Team (see contact details on the back cover of this booklet).
- Your child should take a **mobile phone** so that they can contact you on their journey to or from work or during their breaks. However, they *must not* look at or use their phone at all during working hours.

Visiting Staff Member

Wherever possible your child will be visited or contacted by a member of school staff whilst they are on placement. The member of school staff is there to support your child and the employer and any concerns or issues should be reported to them. Pupils or parents can also contact the 'Learn to Work' Team at any time (contact details on back cover).

Work Experience Logbooks and Awards

- Each pupil will receive a Placement Logbook before work experience. It is essential that your child reads this booklet through, discusses it with their employer and *keeps it with them at all times* whilst on placement.
- There are exercises and a diary in the logbook that need to be completed by your child whilst on work experience.
- *Logbooks will contribute to the final grade awarded to your child for their work experience performance.* Pupils will be awarded a 'Participation' or 'Distinction' mark depending on their efforts and they will receive an appropriate certificate. This grading will be mentioned on the reference that each pupil receives when they leave school at the end of Year 11.

Parental Help

The interest, support and encouragement that you give to your child before, during and after their placement are a crucial part of a successful work experience. Please read the logbook and this booklet with your child and take a keen interest in their placement.

We ask you to return the parental consent form as soon as possible and to inform school of any concerns about work experience as soon as they arise. PLEASE DO NOT CONTACT THE EMPLOYERS.

If you have any questions please contact the 'Learn to Work' Team (details on back cover).

Placement Advice

Please encourage your child to think through the suggestions below before they visit their employer for the first time:

- **Transport** – plan your journey beforehand, leave plenty of time and arrive early.
- **Clothes** – must be appropriate to the workplace. You should be neat, clean and tidy. Keep make up simple, if you wear any at all.
- **Relax** – you will probably be a little bit nervous. Try to be confident, but don't overdo it.
- **Be polite and smile** – this will help you relax. Wait to be asked to sit down and use 'please' and 'thank you'. Avoid one-word answers. If you don't understand something, politely ask them to explain again. Be positive and enthusiastic.
- **Remember** – if you cannot get to your placement on any day make sure you call the employer with as much notice as possible.

GOOD LUCK!

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