



The Birley Academy

A L.E.A.D. Academy

The Birley Academy

Y10 STUDENT WORK EXPERIENCE

Monday 12 - Friday 16 July 2021

A Guide for Parents/Carers

The Birley Academy Work Experience Dates: Monday 12 - Friday 16 July 2021

Work Experience Coordinator: Ann Pemberton

T: 0114 2392531 ext 2253 E: annpemberton@birleysecondaryacademy.co.uk

Introduction

This booklet offers general guidance and practical advice relating to work experience for students in Y10. It is intended to provide parents and carers with an overview of the work experience programme/procedure and answer some frequently asked questions.

What is Work Experience?

Work Experience involves the student carrying out particular tasks or duties, more or less like an employee would but with the emphasis on learning about working life from the experience.

Why do young people go on Work Experience?

- To gain an insight into the world of work, practice for the real world showing initiative, improving confidence and developing job-searching skills.
- To make a good impression with the Company, highlighting and developing self-awareness, personal and employability skills.
- To begin to understand the links between school subjects and the world of work.
- To start appreciating the skills needed to succeed in the labour market - Can lead to future employment, apprenticeships and placement opportunities, useful contacts and references.
- Provides real life examples of skills to showcase on Sheffield Progress Post 16 On Line Application personal statements, CV's, application forms and in interviews.

Prior to the student embarking on the placement, the student will be briefed on both health and safety and the opportunities for learning from the experience.

During the placement, we do endeavour to send a responsible person from the school to visit the student and employer to check all is going well.

Several Acts of Parliament govern work experience, the main one being the education (Work Experience) Act 1973. This Act states that students on approved schemes of work experience are deemed to be workers in all respect other than they do not receive payment. The employer however can assist with expenses if they wish to.

Having a successful work experience placement can help in your child's future success. In addition to enhancing their personal, social and vocational education, work experience provides a solid base for building their CV and key skills such as employability. A successful work experience can lead to your child gaining a good reference from the employer, which will be very useful when applying for other employment opportunities, Further or Higher Education such as Colleges or Universities etc. In some instances, employers have been so impressed with students they have offered them Saturday work or even an apprenticeship.

What can I expect my child to do on work experience?

Whilst on work experience, students will normally carry out a range of tasks or duties which can involve work shadowing, work observation or visits, work-based projects, attendance at company briefings or meetings, undertake mock interviews or participate in a mentoring programme. Generally, employers will treat students as though they were new employees, however, emphasis is always made on the learning aspects of work experience in order to enable your child to gain a deeper understanding and therefore be better prepared for life in the adult work place.

For some industries, in the interests of your child's Health & Safety, the majority of their role will be to work shadow. For example, if your child has a placement in an engineering firm and will be surrounded by dangerous

machinery that they are not trained to use, it is more than likely that they would shadow an engineer to watch what they do and learn from them.

Students obtain placements by:

- Contacting an employer direct, which is known as a “self-placement” via Internet search to find the contact details of local companies (google, yell.com etc)
- Send requests via email, telephone and in person including a CV and covering letter, encouraging follow up calls.
- Utilise word of mouth asking around friends, family and contacts - who do they know?
- Being assisted by school from the database of placement Companies used in the past, these places are not guaranteed and limited.

In all cases, no student will be allowed to go to an employer if required checks are not in place. All chosen Companies **MUST have in date Employers Liability Insurance (ELI)**. Required checks include quality of the placement and in particular the health and safety standards. A young person will not be placed in an organisation that does not have Employers Liability Insurance or has failed to pass the necessary health and safety risk assessment criteria. **For this reason it is important that school is informed as soon as possible of a “self-placement” by returning the completed “Work Experience Self-Placement Agreement Form” with urgency.**

The Work Experience Process?

The flow chart below briefly outlines the work experience process for students at The Birley Academy:

Work Experience Dates 12 - 16 July 2021

April 2021 students will begin Work Experience Preparation. July 2021 Health & Safety in the Work Place, both classroom based sessions. Information paperwork issued to parents via email home and hard copy sent home via student.

Once student has found placement: The “self-Placement Work Experience Agreement Form” (Green Form) should be completed in full by:

1. the parent/carer including any medical/well-being and SEN information
2. the Employer - The Company **MUST** hold current **Employers Liability Insurance (ELI)** in order for the placement to go ahead.
3. The student signature

Employers may use the form completing time to undergo an interview with the student or they may ask the student to return for interview/induction at a later date. It is up to the student to contact the employer to make interview/induction appointment before the start of placement.

All completed Placement paperwork should be returned as soon as possible to Mrs Pemberton at Birley (Main Office). Prompt return of the paperwork is required to ensure the process of required checks ELI, Health & Safety etc is completed by Opportunity Sheffield.

*A timescale of **at least 12 weeks before placement** is usually required for paperwork processing especially for placements outside of SHEFFIELD.*

Should there be any problems with placement Parents/Carers/Student will be informed.

Should you have any query please contact:

Ann Pemberton, Work Experience Coordinator

T: 0114 2392531 xt 2253

E: annpemberton@birleysecondaryacademy.co.uk

How you can help your child:

We would encourage all parents and carers to support their child through the whole work experience process. These are some of the ways you can help your child get the most out of work experience:

- Take an interest and help them find a work placement that they would like to do.
- Make sure that all forms and paperwork are returned quickly and completed in full. The chosen Company holds current Employers Liability Insurance (**ELI**). Without this paperwork the Health & Safety checks cannot go ahead and in turn your child will not be able to attend their placement. **Make sure you identify any medical condition(s) that your child may have.**
- Help them to understand the goodwill shown by the employer offering the work placement.
- Help them to arrange and prepare for any interviews with the employer. It helps if they have thought about why they want to work in a particular workplace, and can come up with good reasons, if asked.
- It also helps if your child has done their homework about the company they are placed with. The company may have a website where you can find information.
- Help your child to be realistic about what to expect. They may well spend some time making the tea or helping with simple but essential administrative jobs such as filing or photocopying.
- Remind your child that if they find they do not understand how to do something they should always ask their designated supervisor.
- It is important to leave a good impression: a work experience student who is polite and helpful may be making contacts which will stand them in good stead later on.
- Ensure that your child attends the placement regularly and punctually.
- Please make sure that **both** the employer and the school are notified if the student is unable to attend their work placement.
- Inform the school of any difficulties experienced during the placement. Support is available.
- Talk to them during the placement about what they are doing and how they are getting on and encourage them to complete their diary/workbook.
- Encourage your child to have a positive approach to the placement, even if it is not quite what they expected.
- Please be aware if your child should need a public transport pass during placement there could be upto a 3-week application turnaround process with the transport companies you are approaching.

Frequently asked questions:

- **What if the placement does not match my child's career aspirations?**

The aim of work experience is to place your child in a working environment that best suits their personal preferences and long term ambitions where possible. However, any work experience, irrespective of the occupation, can provide your child with the opportunity to acquire transferable personal skills that will be useful for the rest of their working life.

- **Why do students not receive any payment while on work experience?**

By the 1973 Act of Parliament, work experience is required to be a learning process and the Act therefore prohibits payment. However, in some cases the employer may offer out of pocket expenses to provide travel or lunch.

- **Why does the Work Experience process have to start so early?**

Some employers have to be visited/risk assessed to ensure all placements meet strict standards set for both quality and safety. This visit/written assessment is an essential aspect of the process.

- **What about health issues?**

It is important that the school/company are made aware of any medical or other issues associated with your child.

- **What if my child is unhappy?**

Discuss the problem with your child and if following your advice your child is still worried, then please inform school contact:

Ann Pemberton at The Birley Academy

T: 0114 2392531 ext 2253 or E: annpemberton@birleysecondaryacademy.co.uk

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