



# Newent Community School and Sixth Form Centre

*Striving for Excellence*

Principal • Mr Alan Johnson

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## Year 10 Work Experience – Information for Parents / Carers

November 2018

In Year 10 students get out of school and escape into the world of work with a one-week Work Experience placement. Our Work Experience week will be from 24<sup>th</sup> – 28<sup>th</sup> June 2019 when we expect all Year 10 students to be on work placement. Students, guided and supported by parents, are expected to find their own placement, preferably NOT with members of their own family, but I can help if needed.

It is advisable that students begin this process as soon as possible, especially if they wish to work in areas such as animal welfare, in the health sector, in computing and art and design where places are at a premium and snapped up very quickly. Once a placement has been found they need to complete the Work Experience Placement Form (which is included in this pack) and return it to me in the sixth form office.

### Aims of Work Experience

Work Experience aims to give students:

- The opportunity to recognise, develop and apply their skills for employability.
- Experience of tasks and activities set in the workplace to help to prepare them for the transition from school to work.
- A wider understanding of the tasks and activities in the working world.
- Increased self-confidence and independence.
- Enhanced communication skills.
- Improved capacity to work in co-operation with others.
- Awareness of their own potential.
- The opportunity to learn about how and why businesses operate.
- The experience of real life working practices and environments.

Work Experience at Newent Community School and Sixth Form Centre consists of three main parts:

- Preparation for Work Experience – when students think about issues such as personal qualities and Health and Safety in relation to the world of work.
- A structured placement with an employer lasting one week during which students observe and participate in real work activities and record their observations and findings in a diary.
- Post Work Experience Conference where students reflect on their placement and identify which elements e.g. learned skills they should include in their CV and personal statement.

### Conditions of Work

- The student will be actively engaged in tasks set as appropriate and will be supervised where required if equipment or machinery is in use.
- The employer will ensure that the student will not be asked to operate hazardous machinery or to undertake any tasks which might reasonably be supposed to be objectionable.
- The work will, of necessity, be of a junior nature and does not constitute training nor will it necessarily be vocational.
- The student will receive no payment, in accordance with the Act, but employers are allowed to pay for a student's expenses.

## **Year 10 Work Experience**

### **Guidelines**

- Students are expected to conduct themselves in a responsible and sensible manner to and from the placement as well as actually during the placement.
- Students must accept all rules governing Health and Safety at the placement.
- Students must respect employer's confidentiality.
- Parents will take responsibility to ensure students fulfil their obligations.
- Parents must inform the school and placement of any health condition which may cause hazard either to the employer or employee.
- The employer must be insured for accident or injury to the student caused by negligence.
- The School is insured by a Personal Accident Policy to cover injury to the student during the course of the placement.
- The school and employer must be notified immediately if the student is going to be absent.
- The student must be given access to First Aid facilities.
- The student must return to school if problems arise which cannot be overcome.

This week provides invaluable experience and brings many other benefits. Students gain confidence and an understanding of the working environment, they see working relationships and structures in action and realise how health and safety issues are dealt with in the work place. Importantly, they become equipped to think about their future role in work and the experience adds context to the work they do at school.

If you have any questions about Work Experience please do not hesitate to get in touch with me.

Yours sincerely

**Mrs S M Lawrance**  
**Head of Careers**