



**Welcome to  
the  
Work Experience  
Information  
Evening**

**9<sup>th</sup> January 2020**



Dear Parent/Carer,

### **Work Experience for Students 2020**

This is to advise that during the Summer Term Year 10 students will be partaking in a one-week work experience programme.

The work experience programme will start in the week commencing Monday 6<sup>th</sup> July through to Friday 10<sup>th</sup> July 2020 and is organised by YC Hertfordshire. This allocated time for experience cannot be moved, therefore we cannot offer work experience at any other time. **If a student is absent from school during this period then we cannot offer an alternative arrangement.**

Within this pack I have included a Guide for Parents, which I hope will provide you with some useful information and may answer some of the questions you may have.

Also included in this information pack is a **Parent/Carer's Consent and Medical Form**. This is the first essential part of the administration of Work Experience. Once this is signed, we are able to proceed with the plans for your son or daughter. I ask, therefore, that this form is completed and returned to Student Reception by **Friday 17<sup>th</sup> January 2020**.

To proceed with a private placement, a YC Hertfordshire form must also be completed. These forms will be available from Student Reception (students must provide the completed medical consent form before collecting a YC Hertfordshire form). The cost of placements within Hertfordshire (either arranged by YC Hertfordshire or a private placement) will be covered in full by the school. If the private placement is for an **'out of area'** employer (the local area covered by YC Hertfordshire includes Hertfordshire, Enfield and Harlow) then you must send in either by cheque or cash, the sum of **£65** with the completed form. The placement **will not** be processed without it. It is very important that the YC Hertfordshire form is returned as soon as possible and by the latest by **3rd April 2020 (after this date a late payment fee of £85 will be charged by YC Hertfordshire)**.

If you do have any further questions, please do not hesitate to contact Student Reception or e-mail [lev@goffschurchgate.herts.sch.uk](mailto:lev@goffschurchgate.herts.sch.uk).

Yours sincerely,

*Sarah Baker*

Sarah Baker  
Vice Principal



## **How Work Experience Placements Are Arranged**

This year we will be contracted with a company called YC Hertfordshire, to support the school to provide the work experience placements for our students. However, I actively encourage students to seek their own placements for the one-week period that they are on work experience for. In securing a private placement, students can ensure a working environment that will be of most interest to them.

### **What Students Need to Do**

1. Complete the Parent/Carer's Consent and Medical Form and return to Student Reception (17<sup>th</sup> January 2020)
2. Students requesting a private placement need to collect a form from Student Reception. This must then be completed by the student and the prospective employer. The form, once completed, must be returned to Student Reception as soon as possible, and at the latest by 3<sup>rd</sup> April 2020 (additional charges apply after this date).

All private placements must undertake Health and Safety checks. It is very important to note that private placements may be declined for several reasons, including Health and Safety, or if deemed to be an inappropriate work place for a 15 year old.

If students have not been successful in securing a private placement, a list of placements available via YC Hertfordshire will be available from April 2020 on the Link 2 site (details on how to access the site will follow)

3. During assembly week commencing 20<sup>th</sup> April 2020 students will be given their pins to access the Link 2 site to allocate their preferred placements. The students must have selected their preferred placements by 1<sup>st</sup> May 2020. We will endeavour to provide the students with one of their choices. Owing to the limited placements available the situation may arise where a student may not get one of their choices. In this case, the school will do its utmost to match the student with an alternative suitable placement.

For private placements, once the Health and Safety check has been successfully carried out, the student is committed to taking that place. Students will not be offered an alternative unless the employer withdraws their offer prior to the Work Experience week.

4. During week commencing 11<sup>th</sup> May 2020 students will be advised of the placement allocated to them. Students will receive a placement sheet outlining important information about the placement such as a contact name, hours of work, lunch details, special clothing etc.



## **Additional Information**

### **Health and Safety**

**ONLY PLACEMENTS WHICH HAVE BEEN CHECKED FOR HEALTH AND SAFETY BY YC HERTFORDSHIRE CAN BE USED.**

It is a requirement of European and UK legislation that all placements are vetted. Children are seen as being particularly at risk because of their inexperience and relative immaturity. Understandably, schools are required to exercise a duty of care when students are in school or taking part in school activities like Work Experience. Additionally, risk assessments of the placements have to be undertaken and any problems notified. In order to fulfil these requirements, all placements must be checked by **YC Hertfordshire**.

Within the planning stage of Work Experience, students will be carrying out tasks to increase their awareness of and highlight the importance of Health and Safety within the work place. Staff visiting students on work experience will also be checking the placements to see if the student is working in a safe environment.

### **School Support**

Throughout the year students undertake a planned programme of study to prepare fully for their work experience placement. During the placement, students will be expected to complete a Work Experience diary, recording their learning experiences. On their return to school, students will undergo a full debrief of the weeks, sharing their experiences with others and evaluating the learning outcomes.

### **Health and Medical**

It is important that the school and employers are aware of any health or medical issues, which may affect the student during their placement. The enclosed Medical Consent Form must be completed and returned to Student Reception by **Friday 17<sup>th</sup> January 2020**.

### **Insurance**

It is the responsibility of the placement provider to cover any insurance matter. The employers will be covered through their Employer Liability Cover and their Public Liability Cover. Whilst carrying out the health and safety checks, **YC Hertfordshire** make sure that the employer has the necessary insurance cover.

### **Travel To and From the Placement**

Pupils will be expected to cover their own travelling expenses and they should take this into account when arranging their placement.

### **Lunch Arrangements**

Students are usually expected to cover their own costs for lunch, although this may depend on the placement provider. Any students receiving free school meals can collect a packed lunch from the school canteen each morning before they start work. Those wishing to make use of this service must inform Student Reception by **Friday 19<sup>th</sup> June 2020**.



### **Student Pay**

No payment should be made to students. The Work Experience programme is part of the student's education and does not constitute employment. **Any payment invalidates the insurance cover.**

### **Hours**

Students will be expected to fit in with the general hours of work at their placement as indicated on the placement sheet, which are likely to differ from the hours of the school day.

### **Behaviour**

We expect the very highest standard of behaviour from students at all times during their placement. Students may be removed from a placement and required to work in school for the remainder of the work experience period if there are significant concerns regarding behaviour.

### **Timekeeping and Attendance**

Students are expected to attend for the whole week and to arrive punctually each day for work. If a student is ill or unable to attend the placement for any reason the **school and the employer** must be contacted by 8.00am on that day. A letter of confirmation from parents to confirm the absence must be supplied when the student returns to school. If a student does not attend their placement it will be recorded as unauthorised absence or truancy.

### **Dress/Special Clothing**

Students are expected to dress appropriately for the environment in which they are working. Information about dress code or special clothing will be included in the details provided by the employer on the placement sheet.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE DO NOT HESITATE TO CONTACT  
[lev@goffschurchgate.herts.sch.uk](mailto:lev@goffschurchgate.herts.sch.uk)**



## **Student/Parent Guide**

Researching employers and sectors of interest and approaching businesses for an 'Own Placement' is a way of securing a valuable work experience opportunity. Employers need to comply with certain criteria in order to be 'passed' as suitable for work experience but most have the necessary Health & Safety measures in place and this is checked by YC Hertfordshire.

### **WHAT TO CONSIDER**

#### **EMPLOYER**

**INSURANCE** – Employers offering work experience must have Insurance – both Employers Liability Insurance (ELI) & Public Liability Insurance (PLI). Without insurance they will not be considered suitable for a work experience placement.

**HEALTH & SAFETY CHECK** - YC Hertfordshire will contact the employer to arrange an appointment to carry out a Health & Safety check prior to your work experience.

#### **STUDENT**

**TRAVEL** - Make sure that you can get to employer premises, considering both time needed and the cost involved. Please see link below to the '**Travelline**' website this allows you to research your journey to your work experience placement:

[www.travelinesoutheast.org.uk](http://www.travelinesoutheast.org.uk)

**WORKING HOURS** – Remember to check what hours the employer will expect you work. This can be a maximum of 40 hours a week.

**DRESS CODE** – Make sure you enquire what the dress code is for your work experience so you know what to wear and to ensure you have/or can provide the correct clothing.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** – For certain sectors you may be required to wear PPE to carry out elements of the work you are doing. This is usually supplied by the employer but remember to check if there is a requirement for you to provide 'safety boots' or other specialist items.

**REMEMBER TO GET THE EMPLOYER TO SIGN THE OWN PLACEMENT FORM ENSURING THAT THE CONTACT DETAILS & INSURANCE SECTION ARE COMPLETED.**

**PASS THE COMPLETED FORM BACK TO STUDENT RECEPTION**



## Advice to Students

### Dos and Don'ts of Work Experience

#### Do...

- Set clear goals. Identifying what you want to learn from the experience in advance can help keep you focussed
- Keep a record of your achievements so that you leave with a list of the transferable skills you have gained
- Take every opportunity to expand your role; the more tasks you can try your hand at the better
- Complete every task, however small, to the best of your ability. If you are seen as hardworking they'll give you more responsibility
- Ask if there might be an opportunity to shadow someone senior for a day. Seeing someone actually working in the role you want to aim for can be a great motivator
- Ask for an appraisal of how you've done and note down anything you did well at as well as areas for improvement
- Complete your work experience diary daily

#### DON'T...

- Expect the organisation you're going to work for to treat you as a child. You're in an adult environment and need to be respectful of your temporary colleagues
- Pick a placement without doing your research. If you turn up without knowing anything about the company or the role you won't get the most from the experience
- Think of your placement as a holiday from school. Teachers will keep in close contact with the placement