



Year 12

Work Experience Booklet

Work Experience Week:

Monday 8th July - Friday 12th July 2024

Self Placement Form Deadline: Friday 15th March 2024

Work Experience

Information for Parents/Carers

Aims

The aim of work experience is to widen students' understanding of the world of work, raise aspirations and learn key skills needed in the workplace.

The benefits to students are:

- To relate their learning to the world of work
- To learn key employability skills such as working as part of a team, communication, professionalism and working to deadlines
- To learn more about a specific industry
- To develop their confidence

Students prepare for the work experience placement in the weeks prior to placement starting. Contact between the school and the employer during the week is maintained to ensure the placement is progressing well.

Students are encouraged to participate in tasks under direction of the person(s) responsible for them during the placement, this allows them to get a real sense of the role, the business in general and the chance to develop important employability skills.

Transport

It is the responsibility of the student and their family to ensure that their child is able to arrive at the placement for the times directed and meet the transport cost. Any issues with this, please contact school.

Students Personal Property

There is no automatic cover for loss or damage to student clothing or personal property during the work placement. Parents/Carers are encouraged to check whether their own household insurance would cover loss or damage to their child's personal property during the work experience placement if desired.

Hours of Work & Breaks

These are usually agreed by the student and their parent/carer and the business offering the work experience placement. It is expected that the placement will consist of 5 days, usually Monday-Friday and will be a full day of work. The student may need to be flexible on which days are worked, depending on the business's opening hours.

Attendance and punctuality will be monitored by school and the students are expected to attend every day. If they are unable to attend please let the employer and school know. Similarly if a student is going to be late, please let the employer know.

Lunch and break times will be directed by the employer. It may be required for the student to take a packed lunch or there may be an option to use the staff canteen or go out to access lunch. If a student is in receipt of free school meals funding will be provided.

Safety

Your child's safety is of paramount importance during the work placement week. Students must adhere to the health and safety regulations of the organisation they are working for during the time of the placement. These regulations will be explained to the student prior to the placement or during their induction on the first day.

Insurance

Students on work experience are protected by:

The Employers Liability and Employers Public Liability policies which protect them against negligence by the employer.

Weatherhead High School will not endorse a placement for a student where the employer does not hold Employer Liability Insurance.

Parental Consent

Once an employer has agreed to the work placement, a self placement form must be completed, please see the example below. This form must be completed and signed by the employer, the parent/carer and the student and it is the students responsibility to get this completed before the deadline and handed in to the Careers team at Weatherhead. The placement cannot go ahead if all details on the form are not completed. The form should be handed in to the Careers Office (A024) once completed



WORK EXPERIENCE SELF PLACEMENT FORM

Dear Student,

This form is to be used only if you have found your own placement. Please make sure all sections are completed and that you have **all three signatures** before handing the form to your teacher.

SCHOOL DETAILS	
School _____	Placement Dates: From _____ To _____
Tel No _____	To _____

STUDENT DETAILS	
Mr/Miss _____ First Name _____ Surname _____	
Date of birth _____ Age at Placement _____	Form/Tutor Group _____
Home Address _____	Post Code _____
Contact No _____	E-mail* _____
*This may be used to send you details about careers and other info you may find useful as well as details about your placement. Please tick if you do not want to be contacted <input type="checkbox"/>	
Please give details of any medical or other conditions which could affect your work placement ie Hayfever, Asthma, Eczema, Epilepsy, Allergies, Colour Blindness, Dyslexia _____	

Dear Employer,

This form has been given to you following your agreement to a work placement. Please complete the Company details and Job description sections of the form and then sign the Employer section on the reverse confirming that you carry **Employer's Liability Insurance**. This form should then be returned to the student for delivery to school. Please ensure that you put details of this placement in your diary as the next contact you have may well be from the student just prior to the placement starting. Thank you for supporting the work experience programme.

COMPANY DETAILS (address of placement)	
Organisation Name _____	Dates Confirmed: From _____ To _____
Business Description _____	Address _____
Contact Name _____	Title _____
Position _____	No of employees _____
Tel No _____	Mobile No _____
E-mail address _____	(please complete overleaf)

MPloy Solutions Ltd

JOB DESCRIPTION

(Please give as much information as possible)

Placement Title _____

Placement Tasks _____

Working Days From _____ To _____

Working Hours From _____ To _____

Lunch Times From _____ To _____

Lunch arrangements Staff Canteen / Local Cafe / Bring Packed Lunch / Provided _____

Dress / PPE (Personal Protective Equipment) Requirements _____ Provided Yes / No _____

Have you provided work experience placements in the past Yes / No _____

Would you consider offering placements in the future Yes / No _____

SIGNATURES

STUDENT

As the student named overleaf I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during this work period. I also agree to observe all safety and security regulations in accordance with Company policy.

Name _____ Signed _____ Date _____

PARENT

As the parent/carer of the student named I confirm that I agree to the placement and I am satisfied that it is a suitable environment in which the student may undertake their work experience.

Name _____ Signed _____ Date _____

For more information, please visit our website www.mplaysolutions.co.uk

EMPLOYER

As a representative of the above Employer I confirm that the student has a placement with the company on the dates specified, that as a company we have **Employer's Liability Insurance** and I have checked that this extends to students on work experience - this is a minimum requirement and the placement cannot go ahead if not in place (if possible, please supply a copy). I also understand that, where necessary, MPloy Solutions Ltd may need to visit to discuss health and safety arrangements for the placement.

Name of Insurer _____ Policy No _____ Exp Date _____

Name _____ Position _____

Signed _____ Date _____

How to find a placement for your child

There are many different ways of approaching local businesses to secure a work placement. Parents/Carers should speak to their child first about their preferences and decide on an area of work that is of interest. From here, it is advisable to contact local businesses either by telephone, email or face to face and ask if a placement during the week specified would be possible. Often it can take several phone calls and emails to find a placement so students should not be disheartened if they are unable to find a suitable placement straight away. We also encourage asking family and friends who may be in a position to facilitate a placement.

If you have any further questions relating to your child's work experience please contact the relevant staff member below.

Careers Lead: Mrs L Walshaw careers@weatherheadhigh.co.uk

Year 12 Year Leader: Ms A Caswell

Year 12 Learning Mentor: Miss L Steventon

Many thanks for your ongoing support