



Sale
Grammar
School

WORK EXPERIENCE

9th JULY – 13th JULY 2012

INFORMATION

FOR

PLACEMENT PROVIDERS

WELCOME

Firstly we would like to thank you for offering our student/s the opportunity to undertake their Work Experience placement with your company.

Work Experience is an important part of the Year 10 Curriculum. It is designed to give each student a greater understanding of the world of work, prepare them for the responsibilities and opportunities of adult life and gives them the opportunity to work with adults other than teachers.

Students are required to find their own placement and have been given assistance in determining the type of placement they would be interested in and best suited to.

All placements are checked for suitability by my-work-experience.com. At the back of this booklet you will find a Work Experience Placement Form which we require all placement providers to complete and return to the student as soon as possible. As you will see from the form, the student and parent/carer is required to sign the form once you have completed it and they have to ensure that the form is back at school no later than Friday 24th February 2012, we would appreciate your assistance in ensuring that students can keep to this deadline.

As mentioned above, this year we will be working with a company called my-work-experience.com who will be undertaking the suitability vetting of placements for us. Once we have received the completed Work Experience Placement Form, we will be sending a copy of it to my-work-experience.com, subsequently they will be in contact with you and in some instances they may need to visit your premises to undertake a health and safety check, which we expect to last approximately 30 minutes.

my-work-experience.com will inform the school if the placement has been cleared for use and this in turn allows us to permit the student to attend the placement.

Students will receive a health and safety briefing prior to attending the placement, and will need to complete a work booklet throughout the week. We also ask you to complete a brief report on the student which will be used by school and students in the future. Students also through our debriefing session get the opportunity to reflect on their experience with you.

In this booklet we have detailed some information that we felt would be beneficial to pass onto providers, particularly in you are new to taking students on Work Experience placements. If you have any questions during the process please do not hesitate to contact Miss Paula Wallace, Work Experience Coordinator at paulaw@salegrammar.co.uk or on 0161 973 3217.

We look forward to working with you and thank you once again for taking the time to participate in our Work Experience programme.

Why is Work Experience important?

Employability, key skills, competitiveness and lifelong learning are words that are becoming increasingly familiar. Learning through Work Experience can help students' attainment by improving motivation. Work Experience can improve their understanding and knowledge and develop key skills to support them through the transition to adult and working life.

What are the benefits to the Employer?

For many young people, a work placement is their first experience of the working world. It also presents you with a chance to:

- Contribute to more motivated and trained young people who may approach you for employment in the future;
- Influence young people's career choice;
- Develop supervisory and coaching skills of your staff as they mentor and monitor learners;
- Raise the profile of your organisation in the local community.

How is it organised?

Sale Grammar School will be working with my-work-experience.com in order to facilitate the Work Experience programme; my-work-experience.com will check the suitability of the placement on our behalf. They will do this by gathering information from the form we have asked you to complete which is at the back of this booklet, they will then make direct contact with you by letter; in some instances they may telephone or request a visit to your premises which should last approximately 30 minutes.

What work should students undertake whilst on Work Experience?

As far as possible students should undertake real tasks to give them an idea of the work carried out by the employer. They should learn how the company is organised. Some students may observe more complicated parts of running a company. A programme should be organised for the student, and employers should monitor what the student has achieved.

The Education Act 1996, Management of Health and Safety at Work Regulations 1999 and local bye-laws place limitations on the type of work which students can undertake on Work Experience due to age or the nature of the work. Employers involved in these occupations will be aware of these restrictions.

Hours of work

The Working Time Regulations 1998 and 1999 apply to students on Work Experience. The number and pattern of hours worked is normally agreed by the placement provider, parents/carers, school and the student. If possible, normal hours should be worked, but students are not allowed to work outside any hours specified by legislation.

Pay, Tax & National Insurance

Students on Work Experience have the status of an “employee” for legal and insurance purposes only and must not receive payment for the work they do. In view of this there are no tax or NI costs involved.

Employers can however assist with travelling expenses or lunch costs if they wish.

Insurance arrangements

Although young people under the age of 16 cannot be “employed” during the school day under normal circumstances this does NOT apply to Work Experience. Employers must however have Public Liability Insurance and Employers Liability Insurance and must make sure that they inform their Insurance Company that they will be taking students for Work Experience.

The “Young Person's Risk Assessment”

The Management of Health and Safety at Work Regulations 1999 requires employers to undertake a Young Person’s Risk Assessment. Employers need to inform students of their main duties and tasks, the type of work, and any associated specific significant risks and their control measures. Parents/Carers and the school will also have to be told of these risks and control measures so that they can judge whether the placement is suitable for the student concerned.

Data Protection Act

The information provided on the Approval and Consent Form may be stored manually or electronically and will be used for the purposes of education particularly for the Work Experience Scheme and used by employers, parents/carers and my-work-experience.com for Health and Safety reasons.

A work placement cannot go ahead without the Placement Form being fully completed. It is vital that the form is completed as quickly as possible and sent back to the school with all the require signatures.

The Employers Health and Safety Induction

The main responsibility for the Health, Safety and Welfare of the student whilst on Work Experience lies with the employer. The employer will need to provide the student with a Health & Safety Induction at the very start of their placement.

Lunch and break periods

If a student is to remain on the premises at the above times, then the employer has a duty of care as for any employee. If a student leaves the employer’s premises during these times, no liability can be accepted by the employer or the school for any incident that may occur.

Reporting of Injuries, Diseases & Dangerous Occurrences

It is the responsibility of the employer to report any accidents, diseases or dangerous occurrences that happen in the workplace, following their normal procedure for such reporting covered by the RIDDOR 1995 Regulations. The employer must report any such accidents or occurrences to the Work Experience Coordinator at school and the student's emergency contact person. Both telephone numbers will be issued to you before the placement commences.

Child Protection issues

Students will have been prepared to deal with and report incidents that they feel uncomfortable with during their work placement. Employers should take account of child protection issues under the Criminal Justice and Court Services Act 2000 in that it is essential that no employee who has been disqualified from working with children is a "direct supervisor" for a student on a work placement. Employers will also be asked to agree to accept the Child Protection "Statement of Principles".

Equal Opportunities

Employers should adopt an equal opportunities policy. This should be taken forward particularly in the areas of gender, race and disability by encouraging learners to take up non-traditional placements.

Medical Information on Students

We will inform you of any medical or behaviour issues relating to students prior to the placement commencing. We will obtain consent from the parent/carer and student prior to disclosing this information to you. As I am sure you will be aware, any such information is to be kept confidential. If you wish to discuss any of the information you receive please contact Miss Wallace at the school who will deal with any queries.

Who should I contact at school with any queries or concerns?

You should contact the Work Experience Coordinator, Miss Paula Wallace.

Telephone Number 0161 973 3217

Email: paulaw@salegrammar.co.uk

An out of hours telephone number will be issued prior to the placement commencing.

During the placement you will be contacted by the school to check that everything is going OK. This will either be by telephone or email. In some instance we may be able to arrange to visit the placement during the week. If you require us to visit the student whilst on placement please let us know so that arrangements can be made in advance.

TIPS FOR A SUCCESSFUL WORK EXPERIENCE PLACEMENT

- Meet the student before the placement starts
- Plan an induction sessions that includes health, safety and conditions at work
- Identify a supervisor/mentor
- Agree suitable work tasks
- Review progress during the placement
- Provide feedback to the students and school

The employer should ensure that he/she has appointed a suitable person to supervise the student whilst on work placement.

INDUCTION

On the first day of placement (or prior to the placement commencing)

- Explain Health and Safety in the workplace
- Explain the procedures at work – fire exits, first aid, accident reporting etc
- Explain the job description of the work to be undertaken
- Ensure that the student knows who to telephone if he/she is unable to come into work
- Inform the student who to talk to if they have any problems
- Show the students around the premises, highlighting facilities including any restricted or potential dangerous areas
- Introduce them to the department/team they will be working with
- Agree suitable times for lunch and breaks
- Check if there is anything the students is unsure about or does not understand

DURING THE PLACEMENT

Although learners are not paid, during Work Experience they should be treated like young employees.

Try and help the learner understand how different work tasks contribute to the successful running of the company. Starting off with straightforward tasks will give you the chance to judge their ability, enthusiasm and accuracy.

The learner can also do some work shadowing e.g. attending meetings to observe what takes place. You could then gradually introduce more varied tasks which given the learner the chance to learn without getting out of their depth.

REVIEW

It may be useful to speak to the student at the end of the week in conjunction with completing their Work Experience Report, this can be a useful feedback session for both the student and yourselves to find out how the week went.

We hope that the information in this booklet has been useful. In order to proceed with a Work Experience placement we now require you to complete the form on the next page and return it to the student as soon as possible.