



Ian Ramsey CE Academy



Year 10 Work Experience Information Pack 2020



Welcome to the Year 10 Work Experience pack.

Inside this pack you will find all the information and documents you need to get organised with your work experience placement.

It includes:

1. Key dates and deadlines for the work experience placement
2. Details regarding financial support for eligible pupils.
3. Details regarding support for pupils with disabilities and special educational needs.
4. The IRCEA work experience procedure (this gives further details about the process, contact details for help etc.)
5. The work experience application form (this form has sections for pupils/parents or carers and employers to complete and **must** be returned by the deadline date given on key dates sheet)
6. Tips on finding a work experience placement
7. The IRCEA work experience protocol, outlining expectations for pupils, parents/carers and employers (a copy will also be issued to your employer when your placement is confirmed).

Further guidance and support will be issued nearer the work experience placement time. However, should you have any questions or queries, please email careers@ianramsey.org.uk.

Mr P Snowden
Deputy Head Teacher



WORK EXPERIENCE – KEY DATES & DEADLINES

Date	Action/Deadline
Thursday 5th March	Application forms to be returned to main office.
w/c Monday 8 th June	Placement reminder packs given out to pupils in preparation for placement.
w/c Monday 22 nd June	Work experience/Year 10 Careers Week briefing pupil briefing sessions begin.
29th June - 3rd July	Year 10 Careers Week (college visits – details TBC)
6th-10th July	Work experience week
Friday 11 th September	Deadline for travel cost claims (eligible pupils only – see pack for details).

Financial support for eligible pupils

Pupils who are in receipt of pupil premium/free school meals are eligible to claim back travel expenses which may have occurred if travelling by bus or train to a work experience placement.

A form will be issued to eligible pupils nearer the date of the work experience.

Support for pupils with special educational needs and disabilities

The Careers Team is supported by the school's SENDCo (Mrs Helen Shaw) when facilitating work experience placements for pupils with SEND.

For any questions regarding work experience and SEND, please contact Mrs Shaw directly on shawh@ianramsey.org.uk.



The Dayspring Trust – Ian Ramsey CE Academy
Work experience procedure

“For surely I know the plans I have for you, says the LORD, plans for your welfare and not for harm, to give you a future with hope” (Jeremiah 29:11)

Work Experience

Introduction

Work experience forms are an integral part of the Careers education, information, advice and guidance (CEIAG) which is offered by Ian Ramsey CE Academy. Our aim to offer pupils a high quality and meaningful engagement with employers to give them a valuable experience of the work environment and develop their employability skills. We aim to fully involve pupils in this experience by encouraging them to seek their own work experience.

General information

Work experience placements are only permitted by law for students during the last two years of compulsory education while in secondary school. At IRCEA, pupils will complete a 1 week (5 school days) block in Year 10 in the summer term. It is policy at IRCEA that all work experience is **unpaid**, as the employer is providing the opportunity for the pupil to gain new skills/knowledge in exchange for their time.

The Working Time Regulations (1998) applies to pupils under the age of 16 on work experience placements; and as such:

- They should not work for more than 5 days in any consecutive 7 day period
- Pupils under the age of 16 are only permitted to work between 7am and 7pm

Organisation of work experience

The Academy’s careers team will oversee work experience:

Strategic Lead – Mr P Snowden (DHT/School Careers Lead)

Leader of Careers – Miss H Kenley

Leader of Raising Aspirations – Mr T Reed

Work Experience Administration Support: Mrs J Cooney (Office Manager)

Any queries or enquires regarding any work experience should be initially emailed to careers@ianramsey.org.uk

Pupils are expected to play a key part in organising their own placement. This arrangement supports the pupils as it encourages them to use their own initiative and practise their communication skills as they speak with employers.

Any pupils who are struggling to find a work experience placement themselves will be supported by the Academy’s careers team. The Academy has some links to employers who may offer placements to pupils however these places are limited and may not be in an area that pupils are interested in.

The Academy will centrally collate and monitor work experience placements, including consent forms received from employers to confirm placements. Pupils **will not** be allowed to attend a work experience placement if an employer declaration form has not been received by the Academy, due to health and safety guidelines.

Preparation for Work Experience

Parents will be given guidance in advance of work experience taking place. The following will be issued in advance to parents/carers to help support the work experience process:

- A letter explaining details regarding the work experience week
- A work experience pack (containing the work experience policy, useful guidance on finding a placement, the employer declaration form and deadline dates for placement details to be submitted)
- Guidance for pupils on what is expected of them during work experience week.

Employers who have agreed to offer placement/s are required to read and sign our expectations for them, contained in the IRCEA work experience protocol. Pupils will also be issued with an application form which requires employers to sign to confirm they have the appropriate Employer Liability Insurance (ELI) and risk assessments in place before the placement commences.

Pupils will be briefed prior to going on work experience through Personal Development lessons on areas such as health and safety in the work place, responsible use of social media and behaviour and expectations. Pupils will be provided with a log book to record their experiences and feelings before, during and after their placement. A letter will also be given to parents before the placement begins to outline final details.

During work experience

The expectation is for pupils to behave in an exemplary manner during their work experience, as they are ambassadors and representatives of IRCEA.

Pupils are required to complete their log book during their placement, detailing their activities and assessing their progress. There will also be a section for the employer to complete, evaluating overall performance and providing feedback. This log book will be an important record for the student to keep for future education/employment applications.

Any issues reported either by pupils, parents/carers or employers will be dealt with in a timely manner by an appropriate member of staff.

Attendance at a work experience placement is classed as attendance at school and therefore any absence must be reported to **both the employer and school** following the relevant procedures. Pupils will be made aware of employer procedures of reporting absence before their placement begins. Please note that if your son/daughter does not attend their placement, their school attendance will reflect this as if days missed were from school.

After work experience

Evaluation sheets in log books will be collated, logged and any negative feedback discussed with the pupil. Log books will be returned to pupils after work experience to support future careers related activities.



How can I find a work experience placement?

What do I want to do?

Most of you will be expected to find your own placements. Think: what do you want to do? If you start looking in time you will be able to find a suitable placement.

What are your favourite subjects?

Make a list of related jobs -

- English: Newspapers, Libraries, Press Officer, Teacher, Solicitors, Advertising, TV & Film, Radio.
- Maths: Banking, Accountancy & Finance, Engineering, Meteorology.
- Geography: Environmental services, Development organisations, Charities and Politics

How do I find a placement?

Family members are often a good source for finding placements. Think, what do your parents/guardians do? How about your brothers and sisters, or your aunts and uncles?

Do you already know anywhere you may like to work? E.g. a shop that you like, or an organisation you pass on the way to school?

Also try...

Go to www.yell.co.uk

Type kind of work you would like to do, e.g. “**solicitor**”, and the area you would like to work in, e.g. “**SW15**”.

Yell will give you every solicitor in SW15. Give this a Try.



I'm looking for	<input type="text" value="solicitors"/>	in	<input type="text" value="SW15"/>	<input type="button" value="Search"/>
	<ul style="list-style-type: none">solicitorssolicitors - family law, divorce & children		<input type="checkbox"/> Show on map	Conditions apply Advanced Search

Also try www.propects.ac.uk where you can research:

- Job sectors & job roles
- Up-to-date industry insights
- Job options for the subjects you are studying

Although this is a graduate careers website, it can still provide some excellent background to industries/areas you may be interested in.

Prospects
the UK's official graduate careers website

Login to My Prospect
Email address
Password

Careers advice | Jobs and work experience | Postgraduate study | Job sectors | Student life | Ir

Armed forces and emergency services
Banking and finance
Business and management
Charities and voluntary work
Creative arts and culture
Energy and utilities
Engineering and manufacturing
Environment and agriculture
Government and public administration
Health and social care
Hospitality, tourism and sport

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Accountancy and business services Overview

The industry in a nutshell

The accountancy and business services industry covers many areas including audit and advisory, business consulting, insurance, financial and management accounting, and taxation.

Following the recession of 2008/09 some accountants have assumed new roles as finance specialists, risk managers, auditors and advisers. As such graduates entering this industry should be excellent communicators, teamworkers, self-disciplined and motivated to succeed in the industry.

- [Job roles](#)
- [Entry and progression](#)
- [Typical employers](#)
- [Opportunities abroad](#)
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Tips

Make a list of 10 places.

Call/visit/email and **ASK!** E.g. *“Hello, I’m enquiring about the possibility of organising a work experience placement from.... to....”*

Competition for work experience can be really tough, so you'll need to make the right impression when asking for it. If you are calling a company, try and practise what you will say before you do. This will help you to get across the information you need and make a good impression.



The Dayspring Trust – Ian Ramsey CE Academy Work Experience Protocol

Expectations for our pupils:

- 100% attendance with excellent punctuality is expected, along with an enthusiastic approach to tasks and a willingness to learn new things.
- If you are unable to attend your placement due to illness/unforeseen circumstances, you must ring **both** the placement **and** school by 8.30am (even if you have been off previous day/s). The number to ring for school is: **01642 585205**
- You must ensure you are dressed appropriately for your placement. Dress code must be agreed with/discussed with the employer in advance.
- You should remember you are ambassadors for IRCEA and should conduct yourself in a professional and courteous manner at all times.
- You must ensure you **complete your work experience booklet each day** of your placement and ask your placement supervisor to complete the evaluation form at the end of the placement
- You must contact school if you have any concerns or worries about your placement (Mrs Cooney, Office Manager – 01642 585205)

Expectations for parents:

- Please encourage your child to be positive about their work experience placement; new places and people can be daunting however the experiences they will gain are invaluable for their success in the future.
- Please support your child in ensuring they are dressed appropriately for their placement. Please contact careers@ianramsey.org.uk should you have any concerns over this or need help ensuring your child is dressed appropriately for work.
- Please prepare with your child how they will get to their placement and what time they will need to set off. If pupils need to catch a bus etc. please prepare with them how to do this successfully and safely.
- Please contact school on the email address above should you have any concerns or queries about your child's placement.

Expectations for employers:

- A Health and Safety induction will be conducted with the work experience student and training will be given on any equipment used.
- The Academy will be informed as soon as possible on the day if a student fails to attend the placement. Please call **01642 585205** to report any absence.
- The Academy will be informed of any unacceptable conduct by the student or any concerns raised about the student, in order that these may be dealt with swiftly and accordingly.
- Any staff in contact with the student should conduct themselves in an appropriate manner i.e. should avoid any words or actions which could be misinterpreted. There should be no contact via social media with placement students and staff.
- When in contact with students, staff should be cautious about the use of mobile/camera phones in the interest of safeguarding/misinterpretation.
- Ensure a risk assessment is in place, which is suitable for a young person, in advance of any placement.
- **Any use of photographs taken of the work experience pupil will need to be pre-approved by the Academy, who will liaise with parent directly.**

The placement supervisor will complete an evaluation form at the end of the work experience placement.



The Dayspring Trust – Ian Ramsey CE Academy
Work Experience Application Form

DEADLINE FOR COMPLETED FORMS: Thursday 5th March 2020

Pupil name: «Forename» «Legal_Surname»			
Form group: «Reg»	Date of birth: «DOB»	Age:	
<u>Pupil contact details</u>			
I give permission for my child's Medical/Health information to be shared with the Work Experience Employer when placement agreed and approved by all parties.			
Parent Name:		Date:	
I give permission for my child to be photographed during their placement. Yes No (Photographs may be used in the Academy Newsletter/Newspaper/Third Party)			
SECTION TO BE COMPLETED BY EMPLOYER			
Placement name and address:			
Contact (name and position):			
Email:			
Contact number:			
Type of work to be undertaken on placement/duties:			
Period of work experience: Monday 6 th July 2020 – Friday 10 th July 2020			
Employer: Please take a few moments to answer the following questions		Please tick	
Do you have employer liability insurance? Please give details below:		YES	NO
Name of insurer:			
Policy no:			
Expiry date:			
Do you consider this placement to be of low, medium or high risk? <i>(High risk placements include construction, agriculture and manufacturing, motor vehicle workshops & garages etc.)</i>			
Details:			
Do you employ people under the age of 18?		YES	NO
Have you had work experience students before?		YES	NO

Do you have in place appropriate risk assessments/risk management strategies?	YES	NO
Will an induction process take place which includes the sharing of appropriate risk assessments/risk management strategies with the work experience student?	YES	NO
Will there be adequate supervision while the student is on work premises?	YES	NO
Will there be times when the student is working with someone who is classed as a lone worker?	YES	NO
Will the placement involve working with vulnerable adults/children?	YES	NO
Has the company been advised by the HSE not to take on work experience students?	YES	NO
Does the placement require a uniform/safety clothing?	YES	NO
If the placement requires a uniform/safety clothing, will this be provided for the duration of the work placement?	YES	NO
Is a pre-placement interview required? (For school information only. If yes, please arrange directly with student.)	YES	NO
I have read and understood the IRCEA work experience protocol.	YES	NO
Please give any further information that you feel it is relevant for the Academy to know about the placement / work undertaken:		
General information – <u>Please complete this section in full</u> <ul style="list-style-type: none"> • Dress code expected: • Working hours: • Break arrangements: • Is there a place to buy food on/near the work premises? Approximate cost of lunch (if applicable)? • Who to report to on first day: • Where should pupils report on the first day? • Who should they contact in the case of illness/absence? (<i>Name/telephone number</i>) • Details of Induction: 		
Employer Name:	Employer Signature:	Date:
Parent/Carer Name:	Parent/Carer Signature:	Date:
Pupil Name:	Pupil Signature:	Date:

SECTION TO BE COMPLETED BY MEMBER OF IRCEA CAREERS TEAM

Pupils Name: «Forename» «Legal_Surname»	Company:	
Job Description:	Role:	
Placement considered by:	PS HK TR JCO	
Date of consideration/decision	_/_/___	
Placement agreed Careers Team (<i>please circle</i>)	YES	NO
Careers Team questions/queries to follow up on:		
Information to be shared with employer:		
School contact details: Careers Team – careers@ianramsey.org.uk		