

Year 10

WORK EXPERIENCE

(WEX)

Monday 16th to Friday 20th March 2020



DAVISON

CE High School for Girls

Student & Parent Information Pack

**Please keep this booklet handy, as you will need it again nearer
the time of the placement**

My name is Emily Christmas, the Work Experience Coordinator at Davison.

My aim is for every Year 10 student to have an enriching, fruitful and enjoyable week of work experience; to learn new skills, improve their confidence, enhance their communication skills and to recognise how skills learned in the classroom link with skills required in the workplace.

This booklet should explain everything you need to know about the work experience process. If you have any questions after reading it, please contact me and I will do all I can to help.

Tel: 01903 233835 Ext 252

Working hours: Monday, Wednesday & Friday 9.15am to 2.15pm

Tuesday & Thursday 9.00am to 4.30pm

Work Experience Office: Located in the LRC

Email e.christmas@davisonhigh.school

Students can access help with selecting their placement from:

- ❖ The Work Experience Office at break, lunch and form times (with form tutor consent) from Monday – Friday.
- ❖ via email (address shown above).
- ❖ We also have Careers and Work Experience prefects who are willing to help, contact Mrs Christmas if you would like to speak to one.

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All our Year 10 students will attend work experience between Monday 16th and Friday 20th March 2020. We believe that work experience gives Davison students the opportunity to gain an insight into working life, first-hand experience of a particular role, as well as an appreciation of the disciplines and relationships involved. It is seen as part of our overall 'pupil development' role and is linked with the work done within our Personal Development (PD) programme in Year 10. Students will be encouraged to develop 'soft skills' required for employment such as letter writing, making telephone calls, and preparing their curriculum vitae (CV).

It is not always possible to directly relate a placement to the student's chosen career path. We know from experience however, that any structured placement will benefit the student by contributing to their employability skills.

Specific objectives of work experience may include:

- ❖ To increase confidence, self-esteem, social skills and independence
- ❖ To improve motivation for learning
- ❖ To learn to work with adults other than teachers
- ❖ To demonstrate personal qualities
- ❖ To learn new skills from others
- ❖ To develop career awareness and raise aspirations
- ❖ To encourage research into routes for specific career path(s)
- ❖ To improve understanding of life outside of school
- ❖ To experience travelling to work
- ❖ To exercise more self-discipline and responsibility
- ❖ To understand health and safety in the workplace
- ❖ To emphasise the importance of punctuality

Students are carefully prepared for work experience and equally carefully debriefed after their week. The school aims to visit all students whilst on placement within West Sussex. Any placements we are unable to visit, including those out of area, will receive a phone call to both the student and employer to ensure everything is progressing satisfactorily.

Work experience is not cheap labour, an opportunity to have a week off school, or a path to a sure job.

Students are given a work experience (PD) booklet to take with them to their work experience with key skill areas for completion whilst there to aid their learning. At the end of the week, the employer is asked to complete a short report on the students' performance. We have found that Davison students are often given exceptional or excellent ratings by their employer for a range of capabilities such as using initiative, ability to follow instructions, team working, accuracy, communication skills, etc. We are proud that our students attain such positive feedback. These comments reflect well both on the student, and on the reputation of our school in the local community, and are helpful to include with job applications in the future. It is important that students return both the employer feedback form and their completed PD booklet to school. Students of all abilities thrive in the right working environment which is why it is essential to select the right placement for every student.

Finding Work Experience Placements

- ❖ Where possible all students should take responsibility for sourcing and securing their own placement. Some students may find this challenging and if so please contact Mrs Christmas who will provide guidance.
- ❖ Key Skills involved in sourcing and applying for placements will be covered in PD lessons.
- ❖ Students can approach family members, friends, or business colleagues, who are able to offer a safe work placement, (see Health and Safety and Insurance sections below), however we tend to find that students have a more valuable experience when not working with close family members.
- ❖ Employers who have previously worked with students may be found on the Greater Brighton Metropolitan College (GBMC), formerly Northbrook, website www.northbrook.ac.uk/schools
Click on 'access the work experience directory'
User name is **dav11stu**
Password is **WEX123**.
- ❖ Due to the volume of students sourcing placements please **do not** contact the employers on this site directly either in person or by telephone. If your daughter wishes to work with any employers listed on the site she should write to the company.
- ❖ Students may contact employers who are not on the GBMC website either by telephone, face to face or in writing. An example of a speculative letter is included in this booklet for guidance.

- ❖ Students can attend placements within West Sussex free of charge. Placements outside of West Sussex, including Brighton, incur a charge of around £50, sometimes more, for the risk assessment and health and safety checks to be carried out. If you source an out of area placement, **please provide an initial payment of £30 with your application.**

Work Placement Restrictions

A wide range of roles are available. However, there are quite a few legal restrictions on the sort of work which can be undertaken by young people. These requirements are fully complied with in the organisation of work experience. West Sussex County Council prohibit some placements to under 16s to protect young people from risk to their health and safety due to lack of experience. This includes placements that involve harmful exposure to toxic or carcinogenic agents, tidal waters, driving any vehicle, etc. Some companies put their own restrictions on students, regarding age, the number they can take or the extent of the student's involvement.

DBS Checks (previously CRB checks)

DBS checks for employers may need to be considered in certain situations although there is usually only a requirement for them if a placement is to last two weeks or more.

Meeting the needs of all learners – medical issues and SEND

We believe work experience is an invaluable experience for all our students including those learners who have special educational needs and disabilities (SEND), and it is often the key to the world of work for this group of students at a later stage in life. SEND includes English as an additional language (EAL), learning needs such as dyslexia, young carers, students with disabilities, students with health concerns e.g. epilepsy, ADHD, or any serious on-going condition which requires medication and time off school. As a school, we must ensure that regardless of these needs, work experience is open to every student. By communicating both SEND and medical needs with employers in a responsible manner, and supporting employers to manage the requirements of all learners, we can ensure that all students access the same opportunities. To achieve this, there is an increased need to share information with employers on an individual basis. Prior knowledge of any additional needs is beneficial for both the employer and your daughter.

When completing the medical questionnaire (form C) at the back of this pack please ensure you **include all relevant information.**

If your daughter has a school healthcare plan for a medical issue, we will provide this to the employer before she starts work. Please indicate if for any reason you do not want this sent.

Travel

Before submitting your daughter's registration form please ensure that it is realistic for her to travel there, both in terms of time and finances. You will be responsible for paying travel costs.

Health & Safety

Students will be shown a Health and Safety (H&S) presentation at school prior to their placement and **must be aware that they should comply with the safety regulations of the placement**. Employers should ensure that the student understands the regulations and provide adequate supervision.

GBMC carry out workplace health and safety visits to all employers prior to students attending their placement, even if they will be working with a close family member. Environments which have been categorised as high or medium risk have a workplace hazard document which will be sent to you, along with the work experience placement H&S assessment confirmation form.

Insurance

Every effort is made to ensure that the risk of accidents is minimal during work experience. The school will not sanction any work placement unless the employer has the appropriate insurance; Public (if working with the public) and/or Employer Liability Insurance of £5-£10 million to cover against accidents and injury. Checks are made to ensure that employers hold the legally required insurance. Students in full-time education are not covered by National Insurance (Industrial Injuries). No personal accident cover is available unless individually arranged by parent/carers.

Photographs

Students must request permission before taking photographs at the placement.

There are issues surrounding photos of children at schools and nursery schools, for example, and we have to be sensitive to the employer's policy on this.

Hours of Work

The hours worked will be no more than 40 hours per week. It is possible to negotiate hours with the employer to fit in with travel arrangements, students should do this before starting the placement. Working hours are often shorter at playgroups, nurseries and schools.

Friends and Family

No student is permitted to invite friends or any member of her family to visit her in the workplace. This is something employers have requested.

Confidentiality

Students must not disclose any confidential information gained during their placement. This is particularly relevant where staff or customer records are being handled, such as in a school, bank or surgery.

Payment and Expenses

No payment is permitted whilst on work experience.

Some employers may offer help with travel costs or provide free lunches – this is allowed. Students are expected to make their own way to and from their placement.

Illness/Absence from Work

Please avoid making appointments during the work experience week where possible.

If your daughter is ill and cannot attend work experience on any day, **the employer must be contacted by phone** as soon as possible. **Please also ring the school** so that any scheduled visits can be cancelled.

Students' Appearance and Conduct

It is vital that students take on responsibility for maintaining Davison's excellent reputation with employers who offer opportunities as a gesture of goodwill and have no obligation to take students. They get involved because they want to 'put something back' into the community and encourage young people. Please ensure that standards of attendance, punctuality, dress, general attitude and behaviour are upheld at all times.

Parent or Carer Consent

Students CANNOT take part in Work Experience unless written consent is obtained from their Parent/Carer. This is done in the form of a Work Experience Placement H&S Assessment Confirmation Form, an important legal document, which must be signed and returned in the Pupil Payment box before the placement starts.

The working hours specified on this form may vary for each student and will be confirmed when your daughter makes contact with her employer two to three weeks prior to the placement start date.

If any issues arise during the week of the placement, please contact the Work Experience Office or the School Reception. We will raise any concerns with the company direct. As the contract is between the school and the employer it is essential that any problems are dealt with by the school.

* * * * *

Checklist for Students Sourcing Work Experience Placements
We encourage students, rather than parents, to arrange their placement as this is part of the learning process

Is the employer you would like to work with already listed on the GBMC website?
(See login details on page 3).

- ❖ If **YES**, please **write** to the company requesting a placement with them.
- ❖ If **NO**, you may contact the company by telephone, letter or in person to ask if they are able to offer you work experience.
- ❖ Once you have secured a placement, please complete the **Work Experience Placement Registration Form** (Form B) with the help of the employer. Ask your parent/carer to complete the **Medical questionnaire** (form C) at the back of this booklet and bring them to the Work Experience Office. Ensure your name and tutor group is written on the forms. As some employers may not reply, you may wish to send more than one letter.

Work Experience Placement Request (Form A) – to be used if the student is unable to source, or requires help selecting, their placement. If you have spent time looking at the GBMC website and feel unsure which placement to select, please speak to Mrs Christmas for guidance.

OR if the student has tried to arrange a placement but received a negative or no response. Please list the names and location of the placements contacted, together with the response received.

Work Experience Placement Registration (Form B) - to be completed once you have secured a work experience placement with the employer.

Davison Medical Questionnaire (Form C) – to be completed by parent or carer and returned with the registration form.

**All forms are to be returned to Mrs Christmas in the Work Experience Office by
Monday 23rd September 2019,
the final deadline for students to source their own placement.**

Speculative Letter to an Employer

Megan Smith
271 Chapel Road
Worthing
West Sussex
BN11 2DE

You may like to include your school email address

THE RECIPIENTS NAME, ADDRESS (PLUS JOB TITLE)

Mrs Jane Smith
Department Manager
Barclays Solicitors
33 Kennard Road
Worthing
BN11 2XH

DATE

Wednesday 5th September 2018

SALUTATION

Dear (if you know the name of the person you are writing to) OR
To whom it may concern (if you don't know who you're writing to)
Dear Mrs Smith

RE: (BRIEF DESCRIPTION OF WHAT THE LETTER IS ABOUT)

RE: Work Experience Placement Monday 16th to Friday 20th March 2020

I am writing to (introduce the purpose of the letter)

.....
.....

Include more details about the matter e.g. work experience dates, why you have chosen their company, what you hope to learn or gain from the experience, or what you feel you can contribute to their organisation. Include any relevant experience you have, including voluntary work, specify if you have 100% attendance, etc.

.....
.....

WHAT DO YOU WANT TO HAPPEN NEXT?

I hope to hear from you soon regarding.....

.....

ENDING

Yours sincerely is for people who are known to the correspondent (letter writer) and

Yours faithfully is for letters written to sir or madam

Yours sincerely

YOUR NAME

You could enclose a stamped addressed envelope (a spare envelope with your name, address and a stamp on). Some employers receive many requests and are more likely to reply if they have either an envelope **or** your school email address.

**DAVISON CE HIGH SCHOOL FOR GIRLS
YEAR 10 WORK EXPERIENCE PLACEMENT REQUEST**

(To use if you require help finding or contacting a placement)

We encourage all students to find their own work experience placement. **Only** return this form if you need Mrs Christmas to help you choose or if you have written and received a negative or no response from employer(s).

| | |
|----------------------|--------------|
| STUDENT NAME: | FORM: |
|----------------------|--------------|

Please write down the details of any employers you have already contacted with the date, method of contact, full contact details and what response you received (if any). It would be helpful if you include a copy of correspondence to and/or from them. (Write on a separate sheet if needed).

| Details of employer already contacted | Outcome |
|---------------------------------------|---------|
| | |

Before completing please look at the Greater Brighton Met College (GBMC) work experience directory and chose placements you feel would be suitable for you. Please write them down in your order of preference:

| Placement | GBMC Reference from WEX website |
|-----------|---------------------------------|
| 1 | |
| 2 | |
| 3 | |

Select your 1st, 2nd and 3rd choice of **category** from the GBMC WEX Directory (eg. Marketing and Advertising, Engineering, etc.) Login details are in the Student and Parent Info Pack.

| |
|---------------|
| First choice |
| Second choice |
| Third choice |

What sorts of things are you best at? (tick, or add as many as you wish):

| | | | |
|---------------------|--|----------------------|--|
| Creative | | Caring for others | |
| Problem solving | | Organising | |
| Physical activities | | Other (please state) | |

FORM A

Do you have any previous experience in jobs, eg. voluntary or part-time work?

| |
|--|
| Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what have you done? |
|--|

What school subjects do you enjoy most?

| |
|--------------|
| |
|--------------|

What do you enjoy doing in your spare time (interests, hobbies etc.)?

| |
|--------------|
| |
|--------------|

Is there anything you really would **not** want to do (eg. Working outside, with animals, children, office work, physical activities, etc.)

| |
|--------------|
| |
|--------------|

Travelling

| | |
|--|---|
| Do you only want a local placement ie. Worthing only? | YES / NO |
| Walking distance to your home? | YES / NO (if yes, please add your postcode) |
| Are you willing to take a train/bus to the placement as far as Chichester or Brighton? | YES / NO |
| Do you have transport to other towns not on the train route (eg. Horsham, Crawley, Haywards Heath, etc.) If so, please specify where, and how you would get there: | |
| | |

Any additional information about you which may help selecting the right work experience?

| |
|--------------|
| |
|--------------|

Where to get help with selecting your placement:

Please see Mrs Christmas, Mondays - Fridays, at break or lunch, or after school on Tuesdays and Thursdays in the Work Experience Office, located in the LRC, or you can ask to meet with a Year 11 Prefect.

**PLEASE RETURN THIS FORM TO MRS CHRISTMAS IN THE WORK EXPERIENCE OFFICE BY
MONDAY 23rd SEPTEMBER 2019**

**FORM B
OFFICE USE ONLY**

| | | | |
|--------------------|---------|-----|---------|
| DATE FORM RECVD | ON S/S | NEW | WEX DIR |
| DATE WEX CONFIRMED | BY WHOM | FEE | PAID |



DAVISON
CE High School for Girls

**Work Experience Placement - Registration Form
(To be used when the student has arranged their placement)**

| | |
|--|--------------------|
| Student Name: | Reg. Group: |
| Dates of work experience: Monday 16th to Friday 20th March 2020 | |
| Have you made contact and confirmed this placement with the employer? Yes / No (Please attach acceptance letter or email if applicable) | |

Section 1: Where is the placement?

| | |
|-------------------------------|--|
| Company Name | |
| Address (including Post Code) | |
| Website | |
| Nature of business e.g. Food | |

Section 2: Who is responsible for the placement?

| | |
|---|--|
| Full contact name | |
| Contact Job Title | |
| Contact numbers, landline and/or mobile | |
| Email address | |

Section 3: What are the details of the placement?

| | |
|--|--|
| Job Title | |
| Type of placement e.g. office work | |
| Placement aims e.g. to gain an insight into computing | |
| Key tasks | |
| Requirements of student eg. able to follow instructions. | |
| Dress requirements | |
| Please state any weekdays the business is closed | |
| Student's working hours | |

Would the employer prefer to receive confirmation paperwork by email post

Signed: Parent/Carer:

Date:



Medical Questionnaire Form for Work Experience
This form should be completed by a Parent/Carer only

| | |
|---|----------------|
| Work Experience at: | |
| Dates: Monday 16th to Friday 20th March 2020 | |
| Student Name: | Form: |
| Parent/Carer's Name: | |
| Home Address: | |
| Home telephone: | Mobile number: |

- I wish my daughter:to be allowed to take part in work experience with the employer/company named above.
- I have ensured that my daughter understands that it is important for her safety that any rules and instructions given by the staff in charge are obeyed.
- I understand that unless members of staff at the placement are negligent, they cannot be held responsible for any loss, damage or injury suffered by my daughter.

I consent to any emergency medical treatment necessary during the work experience, including anaesthesia and blood transfusions

| | |
|--|--------------|
| Signed: | Parent/Carer |
| Name, address and telephone number of family Doctor: | |
| | |

EMERGENCY CONTACT NUMBERS:

Please indicate below telephone numbers with appropriate times at which a parent/carers can be contacted in case of emergency **during** the work experience. Continue on a separate sheet if necessary.

| Name of Parent/Carer or alternative contact | Relationship to pupil | Telephone Number (with area code) | Please state dates and times contactable on each number |
|---|-----------------------|-----------------------------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Student Medical and Other Information for Work Experience

| | |
|-----------------------------|--------------|
| Student's full name: | Form: |
|-----------------------------|--------------|

| Administering medicine | |
|--|--|
| By ticking the boxes below and signing this sheet you are giving consent for the below to be administered during the working day between 12pm-2pm and confirming that you have administered these medications in the past without adverse effect. | |

| MEDICATION | CONSENT GIVEN | |
|----------------|---------------|----|
| | YES | NO |
| PARACETAMOL | | |
| IBUPROFEN | | |
| ANTI-HISTAMINE | | |

| Has your daughter any of the following medical conditions or allergies: (Tick box as appropriate) | | | |
|--|--|--|--|
|--|--|--|--|

| | | | | |
|--------------------------------|--------------------------|--|---|--------------------------|
| Asthma | <input type="checkbox"/> | | Allergy to Artificial colouring | <input type="checkbox"/> |
| Heart Condition | <input type="checkbox"/> | | Egg Allergy | <input type="checkbox"/> |
| Absence seizures/Epilepsy | <input type="checkbox"/> | | Allergy to dairy produce/lactose intolerant | <input type="checkbox"/> |
| Fainting | <input type="checkbox"/> | | Allergy to nuts of any type/quantity | <input type="checkbox"/> |
| Headaches | <input type="checkbox"/> | | Seafood Allergy | <input type="checkbox"/> |
| Migraines | <input type="checkbox"/> | | Any other known allergies – please specify below | |
| Diabetes | <input type="checkbox"/> | | | |
| Panic Attacks/Hyperventilation | <input type="checkbox"/> | | Allergy to any medication – please specify below | |
| Medicated period pains | <input type="checkbox"/> | | | |
| Travel Sickness | <input type="checkbox"/> | | | |
| Hypermobility | <input type="checkbox"/> | | | |
| Severs disease | <input type="checkbox"/> | | | |

| |
|---|
| If you have ticked any of the above, if your daughter has any other medical conditions, illnesses, disabilities or advice to follow in an emergency, please give details below (continue on a separate sheet if necessary) |
|---|

| |
|---|
| If your daughter has a healthcare plan, do you give permission for this to be sent to her employer? Y / N |
|---|

| |
|---|
| If your daughter is on the SEND (Special Educational Needs) register, please complete the box below with any relevant information for her employer (continue on a separate sheet if necessary) |
|---|

Please check that you have not left out any information that staff caring for your daughter should know, no matter how trivial it may seem.

SIGNED: Parent/Carer **DATE:**

Please be advised a positive opt-in is required for all sections above and overleaf to be provided to your daughter's work experience employer. If you have not ticked the box, the school understands that consent has NOT been given.

Please be advised you have the right to withdraw consent at any time. This must be communicated in writing to Mrs Christmas, Work Experience Coordinator. The school has 20 school days to act on this request. A 'school' day will be any day on which there is a session and the pupils are in attendance. In the alternative the School will respond within 60 working days if that is shorter.