



Year 10

Work Experience Week

10 — 14 June 2019



Student Guide

# CONTENTS



Guidelines for Work Experience



Important Dates and Deadlines



How to Apply



Example Letter of Application



List of jobs you cannot do



Placements cannot be processed until you return the yellow form signed by both yourself, the employer and your parent or carer. The form will be sent to your home address in the parent pack

# Important Dates



Work experience date for 2019

10—14 June

Deadline dates for paperwork

London placements— 8 February

Out of area placements— 8 March

Local placements— 5 April

# Benefits of work experience

- ◇ Experience of a work environment
- ◇ Experience working hours of the placement
- ◇ Work in the adult world
- ◇ Learn key skills eg being polite, helpful, focussed, teamwork
- ◇ Taking responsibility
- ◇ Confirm if it is the career for you
- ◇ Extra motivation in school to work hard for the qualifications needed
- ◇ If you are not looking at a career choice, choose something you would like to do as a weekend job, people are sometimes offered paid work after a good work experience week.

But if it wasn't what you'd hoped, don't despair!



No work experience is wasted work experience, at least you will know that particular career path isn't for you.

# Don't delay, start looking today!

- ◇ All students have to take part in work experience
- ◇ Popular placements go very quickly
- ◇ You should apply as early as possible to ensure you secure a placement of your choice
- ◇ Late applications could lead to disappointment when you are told a placement has already been filled
- ◇ You may then have to accept a placement which is not really what you want to do.



# How to find a placement

- ◇ Identify employers to apply to.
- ◇ Your parent/carer may have useful contacts you can approach.
- ◇ Use the online list of companies who have previously taken students (see later in this booklet) this will give you ideas of placements and you can search by placement type, location etc
- ◇ Working with your parent(s) is not usually a good choice as you won't get the same experience as working in a different environment .
- ◇ All employers **MUST** have Employer Liability Insurance.

## How to apply

- ◇ Phone the employer to ask if they have any placements.
- ◇ Email the employer and/or send a formal letter (see specimen letter in this booklet) for polite wording.
- ◇ Include a self stamped addressed envelope if you send a letter for the employer to get back to you.
- ◇ Apply to lots of placements and don't be disheartened if you don't get a placement straight away. There are students applying from most senior schools so you are in competition with others to get placements.



# How to confirm the placement

- ◇ If you have not received a reply after a couple of weeks you should phone the employer again, or look for something else.
- ◇ When a placement is confirmed, verbally or in writing, complete the yellow form and organise for the employer to also complete the form in a way that suits you and them. You could scan the form in to send to them, call in to the placement or post the form.
- ◇ Bring the completed form back to school and hand to Student Services.
- ◇ The school will then request the necessary Health and Safety /Duty of Care checks to be carried out.
- ◇ If you don't hear anything else you can assume that all is OK but do come to see Mrs Robinson in Student Services if you are at all unsure or your tutor suggests you may not have a placement when you think you do.

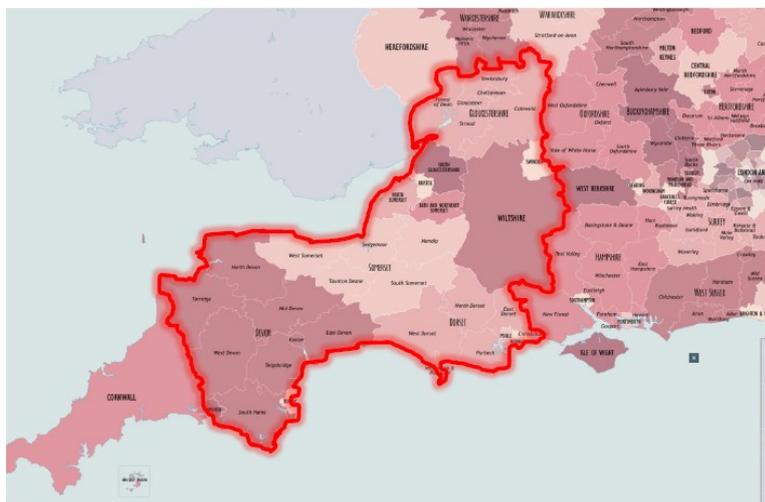


# Health and Safety

- ◇ Students can only go to a placement that has been approved by a company called Careers South West.
- ◇ You must inform the placement of any health problems eg Asthma
- ◇ Any placement not already Health and Safety checked has to be visited and inspected. This can take up to 8 weeks (12 weeks for an out of area placement). This is why we have deadlines that you must stick to.



- ◇ Parents will have to pay £40 for any placement out of our area so please make sure they are happy to do this before approaching companies. Our local area is North Somerset, Bristol, B&NES, Wiltshire, Gloucester, Dorset and Devon.
- ◇ We cannot approve placements abroad under any circumstance.



# During the placement

- ◇ Remember you are representing the School, we have an excellent reputation with local employers, we would like your help to maintain that.
- ◇ Employers will expect students to follow the company's guidelines regarding dress, behaviour, punctuality etc
- ◇ You will be given a work experience diary which you must complete.
- ◇ A member of staff will try to visit you during the week .
- ◇ If a visit cannot be made, a member of staff will contact the placement to find out how you are getting on.
- ◇ If you are unwell, or if there are unforeseen circumstances , you must contact the employer and the School to explain your absence.

# After the placement

- ◇ You should write a thank you letter to your employer, perhaps mention an aspect of the week that you particularly enjoyed or learned a lot from.
- ◇ Take some time to reflect on your experience. Did it help with your decision about your career path? What did you learn about the world of work that you can take into your working life? If it was successful, then add it to your CV.
- ◇ Was it the sort of place that would offer part time work ? Are you looking for a Saturday job? Ask them!

# Finally.....

We hope that you find your placement to be an enjoyable learning experience and that it gives you an insight to the opportunities available to you outside education.



## Log on details

- ◇ Enter into your browser <http://ebp-sw.learnaboutwork.org/>
- ◇ Click on **'Student'**
- ◇ If **'Backwell School'** doesn't automatically appear, select it from the drop down menu and press **'submit'**
- ◇ Enter the following into the **'Name'** and **'PIN'** fields (case sensitive) and press **'Login'**
- ◇ Name: Backwell Student
- ◇ PIN: 1234
- ◇ Now click on **'Search'** from the top of the page

If you have any queries come and ask for Mrs Robinson at break or lunch in Student Services office.

# Letter of application template

*(Your name )*

*(Your address)*

*(Your Postcode)*

*(Your Email address: )*

*(Your contact number: )*

*(Date)*

*(Employer's name)*

*(Employer's address)*

*(Employer's Postcode)*

Dear Sir/Madam

My name is *(insert your name)* and I am a Year 10 student at Backwell School.

I am writing to enquire if your Company, *(insert name of company)*, is able to offer me a placement for my weeks work experience. The dates are 10 -14 June 2019.

I am studying for my GCSEs in the following subjects *(name your subjects)*

I would like a placement with your company because *(explain – thinking of this as a career or something you are interested in)* and would like to gain an insight into this work/role.

*(Write a paragraph about yourself – interests, part time work you already do, career ambitions, clubs you are a member of particularly if you have responsibilities)*

I look forward to hearing from you.

Yours faithfully (if using Sir/Madam)

Yours sincerely (if using Mr, Mrs, Ms, Miss etc)

*(Add Your Signature )*

*(Print your name)*

## You cannot do the following.....



- Work in connection with the sale of intoxicating liquor, unless each sale is supervised by the licence holder or an adult working on their behalf
- Work on or adjacent to exposed conductors at dangerous voltages (50v to earth) with the power on
- Lift a load so heavy as to be likely to cause injury
- Work in mines & quarries
- Work on any sea going boat or ship.
- Enter areas (including cars) where explosives are made or stored unless closely supervised by someone over 21
- Have access to or handle guns
- Work from a fixed/portable ladder or carry out/assist with any maintenance work on the roof of a building
- Effect a betting transaction
- Undertake any personal care of children or adults.
- Drive any vehicle (including fork lift, pallet trucks, quad bikes, tractors etc., unless a recognised qualification has been achieved)

## You must not work with:



- Asbestos
- Ionising radiations
- Lead compounds (including lead based paints)
- Radioactive substances
- Pesticides unless qualified to FCPA standards
- Any substance known to be dangerous or corrosive
- Substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way
- Petroleum spirit or any equipment associated with such spirit
- Highly corrosive strong acids and alkalis or chrome, nitro or amino processes
- Industrial solvents (concern about intoxication)
- Install safety devices on power presses
- Clean machinery with the power on or in motion
- Transmission machinery (shafts and belts)
- Dough breaks
- Bricks and tile presses
- Extruding machinery
- Industrial laundry machines (including garment presses)
- Powered food mincers, mixers, extruding and all chopping and slicing machines
- Industrial guillotines, loose knife punches
- Powered presses, wire stitching machines, mounting or dressing abrading wheels
- Circular saw, chain saws, band saws, planers, routers, moulding machines or similar power tools
- Cranes or hoists or winches or acting as signaller
- Waste compactors
- Use or clean any food slicers, industrial mixers, industrial food processors or potato chippers. use any waste compactor
- Use a deep fat fryer including those in a fish and chip shop
- Use welding and hot cutting equipment