



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

Woodcote Road, Wallington, Surrey SM6 0PH

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www.wallingtongirls.org.uk

November 2016

Dear Parent/ Carer

Following on from the information given by Miss Goodall at the Year 11 Parents Information Evening on 19 September, regarding Y11 work experience, I would like to share with you full details of the process, along with some paperwork which is included in this pack and will need to be completed.

I enclose the following:

- A copy of the Work Experience Process, with some key dates
- A Parental Consent Form, which needs to be completed and returned to Mrs Boyle as soon as possible
- A letter which your daughter may give to her chosen employer **should** they ask for a letter from the school, containing Aims & Objectives on the reverse side.
- A Confirmation of Placement form which your daughter will need to ask the employer to complete once they have agreed to the placement. Details will need to be inputted into the database and a hard copy given in to Mrs Boyle.
- Employer Evaluation Form – this is for your daughter to complete with her supervisor at the end of the week to record key skills she may have used during the placement, or any significant tasks completed.

Shortly your daughter will also receive an individual letter with log-in details to the on line system, which she will be required to enter in her placement details for H & S checking, this should be everything your daughter needs to find and secure a work experience placement.

If you have any further questions, please do not hesitate to contact me

Yours sincerely

Mrs J Boyle
Careers & WRL Co-ordinator
jboyle@wallingtongirls.org.uk
0208 254 9316



WHSG Work Experience Process

Complete and return parent consent form (contained in this pack)



Students look for work experience placement using their own contacts. Those who would like some help in doing this should see Mrs Boyle, by asking at Reception, during lunchtime or after-school on a Monday, Tuesday or Wednesday.



Contained in this pack is a letter you may give to the company as proof that you are a student at WHSG and that you are required to complete a work experience placement.



Once you have agreed a placement, take the 'Confirmation of Placement' form to the employer to complete and ask them to return it to **you**. This form is included in this pack or can be downloaded from our website.



Return this form to Mrs Boyle **by the 31st March**. Students who do not return their form by this deadline may not be able to attend their placement if the necessary checks have not taken place.



Separately, you will be sent login details for the 'Nonsuch Work Experience' website. Log in and enter the details of your work experience placement. Details of how to do this, along with your login details will be with you by the Christmas holidays. This should also be completed by **31st March** at the **absolute latest**.



Once you have entered the details online **and** returned your confirmation of placement form, Mrs Boyle will complete the necessary health and safety checks which we are legally required to do. Without these in place, you cannot attend your placement.



Your placement will either be confirmed or queried



Attend the work experience placement



Completion of evaluation forms with employer and feedback to your form group in September 2017.



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November 2016

Dear Sir /Madam

Re: Year 11 Work Experience Programme – Monday 10 July – Friday 14 July 2017

Students Name

The above named student has shown an interest in completing a work experience placement with your company and feels that your firm would suit both her skills and careers aspirations and we are happy to support her application.

Students have found that the school work experience programme is vital in helping them make informed decisions about future courses and career paths. It is seen as one of the most important activities at school for preparing young people for the world of work. A well planned and organised placement also has an important role in developing personal, social and employability skills. With this in mind, we encourage Year 11 students to find a placement during our official work experience programme, which this year takes place from Monday 10 July – Friday 14 July 2017.

It is becoming increasingly difficult for students to find companies that are able to offer them the chance to gain hands on experience in a career area that they are keen to explore, so we would very much appreciate it if you were able to offer such an exciting opportunity to one of our students. If you are able to provide her with an appropriate programme of work experience, could you confirm this directly with the student.

Once you have agreed the placement she will ask you to complete a Confirmation of Placement form, which has a risk assessment section to it, which you should return to the student. I may then contact you to get further details, if required and you will receive a Letter of Understanding. Should you wish to discuss the programme in more detail before offering this student a placement, please do not hesitate to contact me.

Yours sincerely

Mrs J Boyle
Careers & WRL Co-ordinator
Jboyle@wallingtongirls.org.uk

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Registered Office: Ewell Road, Cheam, Surrey SM3 8AB



Careers & Work Related Learning – Direct Phone Line: 0208 254 9316

SCHOOL AIMS FOR THE YEAR 11 PLACEMENT

1. For the student to appreciate the ways in which their studies and school life in general are preparing them for employment.
2. For the student to understand the importance of managing their own career and to help provide the necessary skills.
3. To help the student make important choices towards the most appropriate combination of courses for further study.
4. To increase the students motivation for further study towards a career in which they are interested.

OBJECTIVES FOR YEAR 11 STUDENTS

1. To identify skills and knowledge needed for a career in which they are interested
2. Develop the following skills and indicate how you have done this:
 - Presentation
 - Time-Management
 - Research
 - Problem-Solving and Decision-Making
 - Communication - Communicating to Others
 - Communication - Communications from Others
 - Organisation
 - Team-Working and Interpersonal Competence
 - Information Technology
 - Numeracy
3. To identify and practise, where possible, these skills needed for management.
4. Identify Enterprise Skills in the real world.
5. Identify the skills and knowledge you have gained to date during Y9 Work Shadowing Day and to appreciate how these relate to the World of Work.



CONFIRMATION OF PLACEMENT FORM

Makers of the Future – Inspiring Women



Business/Org. Name:			
Type of Business:			
Number of Employees:	1-4	5-19	20-49 50-199 200+
Name of Student:			Form: 11
Date & Times of Placement:	/ / To: / /	Start time:	Finish Time:
Dress Code:			
Address where student will be working, including p/c :			
Contact Name and job title			
Contact Telephone Number			
Contact Email (Please print):			
Details of work experience to be undertaken:			
I have Employers Liability Insurance with a provider who is a member of the Association of British Insurers which will be in place at the time of the placement and I have notified them of my intentions to accept work experience students on my premises			Yes <input type="checkbox"/> No <input type="checkbox"/>
ELI Provider: *	ELI Policy Number: *	Policy Expiry Date: *	Yes <input type="checkbox"/> No <input type="checkbox"/> Annual renewal?
			/ /
I have Public Liability Insurance			Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that I have read the Work Experience Letter of Understanding for Employers and agree to the terms and conditions			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you employed work experience students in the last three years?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Thinking about the placement and potential student(s), do your current risk assessments address the significant hazards for staff that are broadly similar in maturity and understanding, to that of the work experience student(s)?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Work experience students are less likely to be aware of the potential risks due to them being unfamiliar with the work surroundings. With this in mind have you reviewed your risk assessments and relevant policies to ensure the WEX student will understand and follow them?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you satisfied you will provide adequate instruction, training, personal protective equipment and supervision to support the work experience student(s) effectively and confirm students will not be able to access equipment they are legally too young to use?			Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that under health and safety law, work experience students are classed as my employees and as such I have primary responsibility for their health and safety and that the placement does not contravene the 1974 Health & Safety at Work Act			Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the induction cover the basic health and safety, e.g. risk assessments, fire, first aid & accident reporting as well as the less familiar risks work experience students will encounter?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed:		Dated:	
Name (please print):		Position:	

Please return this form to the student.



WALLINGTON HIGH SCHOOL FOR GIRLS



Year 11 Work Experience Parental Consent Form

Monday 10 July – Friday 14 July 2017

- I give permission for my daughter to take part in the Wallington High School for Girls Work Experience Scheme
- I understand that this will involve my daughter being placed with a host employer for one week, commencing Monday 10 July 2017
- I agree to bring to the attention of the school and the host employer any medical condition or special requirements that may affect my daughter carrying out duties / activities whilst on the work experience placement

Please indicate any special requirements or medical conditions:

Please indicate any changes in emergency contact numbers:

Students' Name Form

SignedParent / Guardian

Date

Please note that work experience placements will NOT be confirmed until parent consent has been received in writing by the school

WALLINGTON HIGH SCHOOL FOR GIRLS

WORK EXPERIENCE - EMPLOYER EVALUATION FORM

Please ask your employer/supervisor to spend a few minutes to complete this form and then give feedback to you at the end of your placement. Thank you

NAME OF STUDENT:		FORM
TYPE OF PLACEMENT:		

NAME OF COMPANY	
NAME OF SUPERVISOR:	

Tick any applicable

QUALITIES/SKILLS	BRILLIANT	GOOD	SATISFACTORY	NEEDS IMPROVING	COMMENTS
Attendance					
Time Keeping					
Initiative					
Presentation & Appearance					
Time-Management of Projects					
Research					
Problem-Solving & Decision-Making					
Communication to others					
Communication from others					
Information Technology					
Numeracy					
Leadership Skills					

Additional Comments; (Please continue overleaf if necessary)

SIGNED EMPLOYER:		SIGNED STUDENT		DATE:	
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