

Guide to Work Experience

Why do students do work experience?

Work experience has been part of the Curriculum here at the Whitby High School for a number of years.

It provides Year 10 and 12 students with an opportunity to spend time learning in a work environment. Students may, depending on the availability of placements, be able to spend time finding out about specific careers. This time also offers a chance for them to gain more generic skills and experience for example, meeting new people, timekeeping and punctuality, working as a team, following instructions.

The government recognise this and include experience of work in 'Careers Guidance and Access for Education and Training Providers Statutory guidance for governing bodies, school leaders and school staff '(Jan2018)

While preparing for work experience students will be using the skills needed to find and apply for opportunities, including apprenticeships, in the next year. For example, completing an application form, going for an interview.

While on the placement they will have a chance to demonstrate their skills and abilities.

Employers provide our students with feedback which can be used when applying for jobs or education opportunities after school. Employers may also be prepared to provide a reference to help with applications.

How is work experience organised?

School work with Mploy Solutions to organise work experience for our student's.

Students are responsible for looking for and applying for their own work placement. This ensures that the student is interested in the placement and has considered practical issues such as travel to the workplace.

This year the students will complete an online registration they will then have access to this and other useful information. Information about medical, health or other additional needs will also be recorded on this system.

(Link to Work Experience /MAPS system on Mploy website)

Students, Parents/carers and the employer need to sign the electronic **Self Placement Form** to show that they are all willing for the placement to go ahead. Forms are sent to Mploy who will run Health and Safety and Insurance checks on the employers so we are as sure as we can be that our students' are kept safe.

Once the Checks have been carried out Mploy produce a Placement Agreement Form. this is accessible to students on their profile. This shows the student and their parents / carers what is expected of them at the placement. Student, Parent/Carers will sign this and ask the employers to do the same so that everyone is clear what is being offered and agreed to. Details of the employer and any named contact person, hours of work arrangements for lunch etc are included on this.

What if we can't find a placement?

It is expected that a majority of Students will find their own placement. It is their responsibility to do this and they have been asked to begin this process in plenty of time. Staff can help with suggestions about local employers, preparation for making contact with the employer.

For the, hopefully limited number of, students who are not able to find their own placement school will work with the student and Mploy to look at what may be available. Mploy have contact with local employers and may be able to suggest possible options. These placements tend to be more general and with employers who have not yet agreed to take a student on work experience. They will aim for these to be local but they may not be as accessible as a placement found by the student themselves.

What is expected of students during the work experience fortnight?

While on placement the students are expected to behave appropriately. They should aim to leave behind a positive impression with the employer and remember they are ambassadors for the school as well as their families. Any inappropriate behaviour may result in the student being asked to leave the placement.

Some placements will ask students to follow a dress code. If students need overalls or safety boots we have a stock of these in school for students to use. Students are responsible for making sure that they have requested anything they need well before the placement date so that if needed an order can be made. Any Personal Protective Equipment borrowed from school is signed for and students are expected to look after the items and return them to school after the placement.

Students will need to make their own way to the placement and so need to consider this when planning their placement. Some employers may expect them to start earlier than we do in school.

If the student is not able to attend the placement for any reason they need to let the employer and school know. School staff will visit or contact employer to ask how students are settling and to find out if there are any problems.

The placement is a chance to learn new skills, some of these may be specific to the job and will help students to gain a better understanding of the role and the type of organisation they are working in. This can be an opportunity to check out job ideas for the future. It is also a chance to learn more generic skills such as meeting new people, different hours, team working, following instructions and problem solving.

This year the students will complete a Work Experience Log online. This will help them build a picture of everything they have learnt and experienced during the two weeks. This information will remain available to the student, online, so can be used to help them complete applications later on. Students are advised to complete this each day to avoid having to remember everything they have done at the end of the placement. A couple of sentences including for example any staff they have worked with will help them later if they need to ask for references or give examples of experience at interviews.

e.g. Today I worked with George Smith from the Delivery and Assembly Team. We visited a house and fitted the wardrobes I helped to make last week.

From their own area of the Mploy site students will be able to print off details of their placement, copies of their diary, this is helpful if they are asked for references or to include the address of past employment on applications.

Any student not on placement will be expected in school in full uniform and will be set work to complete.

After the placement

As well as a completed Log Book the students will be able to print out their own Work Experience Certificate. As this will use details from the information they input on the online system, it is important that they enter information accurately e.g. correct spelling of the employer and any staff who have supported them in the placement and contact information including telephone numbers, postcodes etc.

Other points to consider

Popular choices will fill more quickly as will opportunities with employers who are not as plentiful.

Some employers will limit how many students a year they will take. Students from other schools will be looking for placements too.

Some employers may ask students to complete a company application form as well as the Work Experience form. In some cases, they may ask to meet or interview the student.

These processes are also an opportunity for students to practice the skills they will need in the future. Approaching employers, explaining the reasons for their application and being able to show what skills they have as well as the skills and experience they hope to get from the placement. Employers understand this is new to the students but want to see that they are willing to learn.

Another reason for looking now is to try to maximise the chances of our students getting placements in the areas they are interested in.

Timetable for work Experience

Summer term year 9

Assembly to introduce current year 9 to Work experience in year 10 and need to begin thinking about /contacting possible placements

Autumn term

Remind of December deadline and why this is in place (H and S checks etc)

Assembly with Mploy staff to explain the MAPS system and an opportunity in school for the students to complete the registration process

This will activate any Health and Safety checks

Students without placement to be seen and progress checked / support offered.

Relevant information to be recorded on MAPS and reviewed by staff.

Spring term

Staff to review the data inputted on the MAPS system

Review of Students without placement

Health forms and Additional needs forms to be completed on MAPS

Placement agreement forms issued to students' profile on MAPS

Students reminded to get these signed, NO completed Placement Agreement Form No placement

Regular check to see all students placed.

Year 10 assembly before half term to remind about placements / placement agreement forms etc.

Check on need for Personal Protective equipment for those students needing this.

Assign staff for placement visits / contacts Tutor visit list compiled and visit report forms issued to staff making visits

Remind students about the need to keep their own work ex log

Assembly stressing expected standards of behaviour

Send copies of Work ex employer report/ Skills profile to employers with letter to thank for placement copies to students and staff carrying out visits as a backup.

Letter of thanks to employers who provided placements.

Students to return any safety equipment to school.

Presentation assembly

Updating of CVs and MAPS profiles.

Summer term

Continue with updating CVs

Offer of Careers interview to year 10 during year 11 GCSE exams