

<p style="text-align: center;">Work Experience <u>Part A</u> General Information / Advice</p>

Pupils Name: _____ Class: _____

This handbook is divided into 4 parts.

- Part A** **General Information / Advice**
- Part B** **Work Experience information for Employers and Parents/Guardians
(before you start)**
- Part C** **During work experience**
- Part D** **Reference (after work experience)**

The College requires each pupil to obtain **three weeks of work experience**. Work experience is to take place in the week immediately following the October half term (**Mon. 1st to Fri. 5th November 2010**), the week before the February half term (**Mon. 14th to Fri. 18^h February 2011**) and in the penultimate week of the summer term (**Mon. 23rd to Fri. 27th May 2011**). There will be no classes for Transition Year pupils during these weeks.

This is regarded as an integral part of the Guidance programme and careful preparation and follow-up will take place. Pupils will also be assessed on their completed work experience reports. You are expected to attend the place of work for ALL the days during normal working hours. If you are ill or cannot attend for any reason, telephone your supervisor and apologise for your absence. **You must also inform the school of your absence from work on the day(s) concerned. (298 7066)**

Boarders may be in residence during work experience but should make sure that special arrangements have been made.

GETTING THE BEST FROM WORK EXPERIENCE

To get the most from a work experience placement, it is worth thinking in terms of **THREE** stages. For you to get the maximum benefit, it is important that each stage goes well.

The three stages are:

1. preparation

- * searching for a placement that will suit your interests
- * presenting yourself to the employer and making a good case for yourself
- * understanding what the employer expects from you

2. placement

- * turning up in good time
- * presenting yourself appropriately (dress well)
- * following instructions given by your supervisor
- * performing the given tasks
- * getting on with the other workers
- * dealing with people in a friendly and courteous way

3. reflection

- * thinking about the placement (what did you learn?)
- * talking about your placement in class
- * writing a report on your placement
- * clarifying, in the light of your work experience placement, your plans for future employment

After you finish you should write a "thank you" letter to the employer who allowed you to visit or who gave you a temporary job. Address the letter to the person in charge - the Managing Director or the Personnel Manager. The letter will probably be passed around the people who helped you so it's a good idea to add their names. One day you may apply for a permanent job or summer job with that organisation and they may remember your politeness.

TYPES OF WORK EXPERIENCE

Work Shadowing *watching people at work*

or

Work Experience *doing some form of job*

WHICH YOU DO DEPENDS ON THE TYPE OF JOB YOU GET

WHAT YOU MUST DO

1. As soon as you have arranged a placement for work experience, fill in PART B and return it to Mr. Shaw. This **MUST** be at least **THREE weeks before you commence** your work experience. **All of PART B must be completed and returned not later than:**
 - Work Experience 1 – **Wednesday 13th October 2010**
 - Work Experience 2 – **Wednesday 19th January 2011**
 - Work Experience 3 – **Wednesday 13th April 2011**

Make sure you give your prospective employer the page titled WORK EXPERIENCE INFORMATION FOR EMPLOYERS

IMPORTANT

*If your placement involves manual work (e.g. on building site) or the use of power tools or machinery then you **MUST** complete PART B at least 4 WEEKS in advance as special insurance cover must be arranged.*

Parts C and D are to be completed during your work experience.

2. Part C is your guideline for writing up your Work Experience Portfolio and also contains your diary pages to help with this. Some of the work on the portfolio can and should be done prior to going on work experience. The diary should be kept daily and then the information used to write up the portfolio after you have finished your placement.
3. On the last day of your placement give PART D to your employer to complete. Ask that it be returned to you before you leave the work placement. Do NOT leave it to the employer to post back to us, it rarely happens and will affect the grade for your portfolio.
4. Return PART D along with your completed Work Experience Portfolio to your tutor in the week following your work experience for assessment and grading.

Work Experience Information for Employers

Part B

(you MUST give this to your employer before you start)

What is Work Experience?

The term work experience is used to describe schemes where pupils visit places of work and, for a brief period, do a certain amount of work alongside people who are earning a living.

It may take two forms, actual *work experience*, where the pupil actively participates in the work, or it can be *work shadowing*, where the pupil merely observes a person engaged in work. During, and at the end of the period, pupils are required to complete a booklet designed to evaluate what they have experienced and learnt.

The College requires each pupil to obtain voluntary work experience for a period of one week on three occasions during their Transition Year.

This is regarded as an integral part of the Guidance programme and careful preparation and follow-up will take place.

The value of work experience is that

1. It gives pupils an opportunity to get first-hand experience of typical working conditions in a shop, factory, office or other place of work.
2. It gives pupils a chance to find out about particular jobs and careers by working alongside people who are doing these jobs.
3. Pupils can meet and talk to people who are working for their living, and they can ask them direct questions about their jobs.
4. It helps pupils find out something about their own skills, talents and interests.
5. It helps pupils to see the links between the subjects they are studying at school and the skills they will need in working life.
6. It gives them responsibility. They are out on their own. They are expected to be punctual, independent and helpful to others.
7. It helps pupils to understand why industry, commerce and business are important for the welfare of the country.

Dear Employer,

Thank you for accepting _____ as a Work Experience placement.

Work Experience is part of the career education programme at this College. The insurance policy held by the school indemnifies the College automatically against their liability for the participation of students in the Work Experience Programme where the work is of a clerical, office or administrative nature. If the work is likely to contain a manual element then prior approval is required from our insurers. (Please see attached sheet)

In the case of employers who provide opportunities for work experience for our students, they are normally indemnified by their own insurance policies. Our experience in the past has been that insurers make no additional charge for providing cover for such students. However, if an additional charge is levied, the College will reimburse the employer.

Should you require any further information, please contact Mr D. Shaw, Work Experience Coordinator.

_____ Detach and return to College _____
(PLEASE USE CAPITAL LETTERS)
CONFIRMATION OF WORK EXPERIENCE PLACEMENT

I/ we have agreed to a placement for _____

for _____ days from _____ to _____.

He / she will be engaged in the following duties (headings will suffice)

Signed _____ Date _____

On behalf of

_____ (company name)

Telephone _____

Please return to College marking for the attention of Mr D. Shaw, Work Experience Coordinator.

**Insurance Indemnity
- Work Experience Programme -**

Dear Parent / Guardian,

The insurance policy held by the school indemnifies the College automatically against their liability for the participation of students in the Work Experience Programme where the work is of a clerical, office or administrative nature.

If the work is likely to contain a manual element then prior approval is required from our insurers and this should be indicated on the form below. Work Experience should not commence until the Transition Year Coordinator has given clearance.

In the case of employers who provide opportunities for work experience for our students, they are normally indemnified by their own insurance policies. Our experience in the past has been that insurers make no additional charge for providing cover for such students. However, if an additional charge is levied, the College will reimburse the employer.

————— Detach and return to College —————

(PLEASE USE CAPITAL LETTERS)

AUTHORISATION FOR WORK EXPERIENCE PLACEMENT

I understand that _____ has been accepted by

_____ for a Work

Experience Placement for _____ days from _____ to _____ and

have no objection to this arrangement.

I confirm that the work undertaken does / does not contain a manual element.

Signed _____ Date _____
Parent/ Guardian

Please return to College marking for the attention of Mr D.Shaw, Work Experience Coordinator.