

***Golden Hillock School  
A Specialist College for Sports and the Arts***

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***Moseley School  
A Language College***



***WORK EXPERIENCE PROGRAMME  
INFORMATION FOR PARENTS AND PUPILS***



***Saltley School and Specialist Science College***

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***Small Heath School and Sixth Form Centre  
A Technology College***

## **Introduction**

This booklet gives useful advice and information to parents to help ensure a successful work experience placement. It should answer any questions you may have about work experience and what it involves. *Please read the booklet carefully with your child.*

## **Work Experience – the benefits**

The government see work experience as an essential part of preparation for adult life.

- **It is compulsory for your child to go on a work experience placement, as part of the work related learning curriculum in school.**
- Work experience gives your child the opportunity to gain an understanding of the world of work and working life.
- Work experience puts your child in a completely new and different situation and gives them the chance to see what the world of work is really like.

Work experience will give your child a real insight into working life:

- working with adults
- longer hours
- shorter breaks
- journey to and from work

We will always help your child to arrange a placement that matches a potential career interest, but this isn't the main aim of the programme.

The work experience programme also gives your child the chance to improve skills such as:

- communication
- time management
- numeracy
- literacy
- ICT

It will also help improve your child's organisational skills and self confidence and show future employers and learning providers that they are mature, reliable and hard working.

## **Health, Safety and Welfare**

- All employers participating in the programme undergo a 'Health & Safety Check' to ensure their suitability to offer a placement.
- These checks are carried out by an outside organisation before your child's placement begins.
- The checks ensure that employers have the appropriate level of 'Employer Liability Insurance' in case of accident during placement. *However, please note that this insurance does not cover your child on their journey to and from the employer.*

**It is essential that school has your latest contact details in case of illness or an accident.** *If your details, especially mobile phone numbers, have been changed recently please contact the school **immediately** with the new details.*

## **Data Protection Act (1998)**

The Act states that we need you to tell us about any:

- medical conditions from which your child may suffer
- criminal convictions your child may have

This means the employer has the appropriate support measures in place to safeguard the welfare of your child and the other employees in the workplace.

***Please ensure that you complete the parental consent form enclosed with this booklet and return it to your child's Form Tutor as soon as possible.***

## **Work Placement Details**

We will write to you shortly before your child starts work experience with the placement details. You will receive the:

- employer's address and contact details
- hours of work
- lunch arrangements
- expected dress code

*Your child will find out more about specific duties and job specification when he/she attends their pre placement interview before work experience.*

## **Pre Placement Interviews**

- Your child will contact the employer to arrange a pre placement interview.
- More instructions will be given to your child about this nearer the time.
- There will be a 'Mock Interview Day' in school to give your child a chance to practice their interview skills with an employer.

## **Travel**

- Your child should make their own way to their placement and make sure they arrive on time.
- The pre-placement interview gives your child a chance to find their way to their employer and establish how long the journey takes.
- If there are any particular travel difficulties you wish to discuss, pupils or parents can contact the Work Related Learning Team (see contact details on the inside back cover of this booklet).

## **Visiting Teacher**

Wherever possible your child will be visited by a member of school staff whilst they are on placement. The teacher is there to support your child and the employer and any concerns or issues should be reported to them. Pupils or parents can also contact the Work Related Learning Team at any time (contact details on inside back cover).

## **Work Experience Logbooks and Awards**

- Each pupil will receive a Placement Logbook before work experience. It is essential that your child reads this booklet through, discusses it with their employer and *keeps it with them at all times* whilst on placement.
- There are exercises and a diary in the logbook that need to be completed by your child whilst on work experience.
- *Logbooks must be handed in to form tutors on the first day back to school after work experience.* The booklets form a major part of the debriefing work in school after placement.
- *Logbooks will contribute to the final grade awarded to your child for their work experience performance.* Pupils will be awarded a Gold, Silver, Bronze or Fail mark depending on their efforts and they will receive an appropriate certificate. This grading will be mentioned on the reference that each pupil receives when they leave school at the end of Year 11.

## **Allocation of Placements**

- The vast majority of pupils will choose their work experience from a computer database of employers in school well before they go out on placement.
- All pupils will be briefed in school before they go on work experience. This will help prepare them for their placements.
- When your child returns to school debriefing sessions will help evaluate the learning that took place during work experience.
- Letters will be sent to all parents with more placement details shortly before the work experience programme gets under way.

## **Parental Help**

Your interest, support and encouragement given to your child before, during and after their placement are a crucial part of a successful work experience. Please read the logbook and this booklet with your child and take a keen interest in their placement.

**We ask you to return the parental consent form as soon as possible and to inform school of any concerns about work experience as soon as they arise.**

If you have any questions please contact the Work Related Learning Team (details on inside back cover).

## **Pre Placement Interview Advice**

Please encourage your child to think through the suggestions below before they visit their employer for the first time on pre-placement interviews:

- **Transport** – plan your journey beforehand, leave plenty of time and arrive early.
- **Clothes** – must be appropriate to the workplace. You should be neat, clean and tidy. Keep make up simple, if you wear any at all.
- **Relax** – you will probably be a little bit nervous. Try to be confident, but don't overdo it.
- **Be polite and smile** – this will help you relax. Wait to be asked to sit down and use 'please' and 'thank you'. Avoid one-word answers. If you don't understand a question, politely ask them to rephrase it. Be positive and enthusiastic.
- **Remember** – if you cannot get to your interview on the day make sure you call the employer with as much notice as possible.

## **Questions you might be asked.....**

1. Why do you want to do work experience with us?
2. What do you hope to learn from your placement?
3. What skills and qualities can you bring?
4. Why might you be good at this job?
5. What are your hobbies and interests?
6. What are you good at & what do you enjoy in school?

## **Questions you might ask.....**

1. What does the job involve?
2. What skills and qualities are needed?
3. Where do I report to each day?
4. Who will be my supervisor?
5. What hours will I be working?
6. What clothing should I wear?
7. What Health and Safety issues should I be aware of?
8. Where are the First Aid facilities?

**GOOD LUCK!**

## **THE WORK RELATED LEARNING TEAM**

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