

## Work Experience

### Information for Parents/Carers

As part of the Year 10 curriculum, your son/daughter will undertake a period of work experience from Monday 8<sup>th</sup> July – Friday 12<sup>th</sup> July 2019. We strongly advise pupils to start looking now for a placement as other schools have work experience during this time. The process has to start many months in advance in order for all the paperwork and checks to be in place to ensure your son/daughter's health, safety and welfare while at their placement.

Pupils need to consider the location of the placement as they will be expected to make their own way to the workplace and are required to work the provider's normal working hours but no more than a standard eight hour day. Pupils should work no more than 40 hours per week and not more than five consecutive days.

Work experience gives pupils an opportunity of an adult working environment, carrying out tasks and duties as an employee, learning about the world of work. Pupils will learn and use a range of transferable skills, personal qualities and become more confident. Pupils enjoy the time spent in an adult environment. Work experience is a key influence in developing self-esteem.

The placement will not necessarily reflect the eventual career choice of the pupil but should allow a broad experience of the world of work and an opportunity to develop skills for the future.

Pupils are required to find their own placement. The 'Work Experience Agreement Form' needs to be completed and signed by yourself, your son/daughter and the placement provider and returned to school by **Friday 14<sup>th</sup> December 2018**.

As your son/daughter is of compulsory school age, the employer has a legal responsibility to send you information about any significant hazards in the work place and measures taken to eliminate or minimise the risks they present to the pupil.

Pupils on work experience have the same status as employees and are treated as employees for the purpose of insurance against personal injury. All placements must have Employer's Liability Insurance in place and you will be asked for confirmation of this. The responsibility for the health, safety and welfare of the pupil whilst on site is that of the placement provider. An induction should be completed on the pupil's first day or at their pre-visit.

If your son/daughter has any medical or behavioural conditions, you should inform the placement provider on the agreement form.

In school we will support pupils in the process, and prepare them before their work experience in health and safety in the workplace and the standard of behaviour expected.

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## How can I help my son/daughter with their work experience?

- Talk to them about the kind of work in which they may be interested.
- Help your son/daughter with their search for a placement, encourage them to look in the Yellow Pages, on the internet, or you may have some friends or family you can ask to help.
- Explain the importance of meeting school deadlines for the completion and return of relevant paperwork.
- Ensure that if a pre-placement interview is required that your son/daughter attends.
- Discuss arrangements for travel to the workplace, help plan the journey.
- Check that appropriate clothing is worn and whether you need to supply safety footwear if indicated in the job description.
- Help your son/daughter to adopt good work habits e.g. punctuality, appropriate appearance and behaviour.
- Ensure attendance every day at placement. Inform school at the earliest opportunity, of any difficulties or concerns during the placement.
- Encourage your son/daughter to have a positive approach to the placement, even if it isn't quite what they expected.

If you have any further queries regarding work experience, please do not hesitate to contact Miss F Clarke on 0161 973 1179 ext \*2206 or via email [fayeclarke@aom.trafford.sch.uk](mailto:fayeclarke@aom.trafford.sch.uk)

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