



# SIR WILLIAM ROBERTSON ACADEMY

## Work Experience



**YEAR 10**      **6th—10th July 2020**

**YEAR 12**      **1st—5th June 2020**

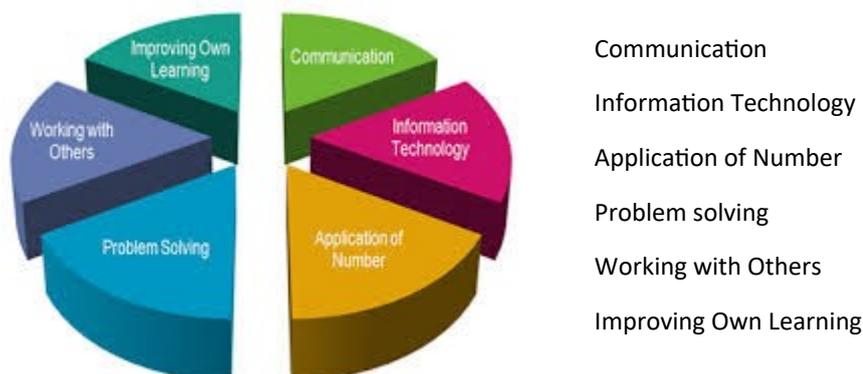
**Information Booklet for Students and Parents**

**Work Experience Co-ordinator: Miss Gage**

## Introduction

Work Experience offers a valuable opportunity for students to gain the experience of life in the workplace today providing the chance to develop their personal and social skills.

Work Experience is important in developing key skills in



And can help students

- learn about some of the demands, responsibilities and routines of working life.
- apply some of the skills they have been learning at school to the workplace.
- provide an opportunity in comparing some of their career ideas with actual experiences.
- to develop enterprise and employability skills.

The success of our work experience is down to the generosity of the businesses providing our students the chance to spend time in their workplace offering these opportunities. All students have to be supervised and are offered planned programmes of work by the employers, some of which have been outstanding at a very high level. They give up their time freely in support of our young people and we are very grateful for this.

## Placements

Students are encouraged to find their own placements as these are the most successful and we ask parents and family friends to support this initiative and use their contacts to try and help find a placement.

Students will be guided in their choice of placements considering different paths that they can pursue, bearing in mind their option choices, career interests and their own personal interests. This will be monitored on a regular basis to ensure the students make the right choice to suit their needs.

**Year 10—Placements must be either in Lincolnshire or Nottinghamshire.**

**Year 12—Placements must be far more focused and beneficial to their chosen career path.**

## Health and Safety

All placements are health and safety assessed and Tony Crowe, Health and Safety Consultancy Ltd. carries out these on behalf of the school before the placement can go ahead. The school pays a fee for this to be carried out per student/placement.

If a Year 12 student wishes to go further afield (outside of Lincolnshire/Nottinghamshire) an additional payment of £100 (potentially more for London) may be charged. This is capped at 35 miles from the school postcode and the discrepancy of any reciprocal agreements with Tony Crowe, has with other such agencies in other counties. Parents will be advised of any extra payment before an assessment is carried out. Tony Crowe request that all placement information is submitted to them at least 12 weeks prior to the dates of work experience so that all assessments can be carried out in time.

## **What to Consider**

- Placements should ideally be in Lincolnshire/Newark. (See previous paragraph on Health & Safety)
- Students **MUST NOT** work between the hours of 10pm and 6am and no more than 40 hours a week. However, at least 6 hours of work **MUST** be offered each day.
- If a placement, for example, a hairdresser or shop, are closed for one day in the week, the student must be prepared to work on Saturday or should attend school on the day closed.
- Some placements, for example, a gym or hotel, may offer shift work.
- Students are **NOT allowed** to work on a Sundays.
- Students **should NOT** expect to get paid.
- All placements **MUST** have public liability and employers' liability insurance
- ***It must be stressed that students will not be encouraged to work directly with their parents, close family relatives, self-employed persons or return to their primary school.***

**However, if any student has difficulty in finding a placement, the school does have many contacts that can be suggested if necessary.**

## **Equal Opportunities**

Employers and the school apply the principles of fairness and equality when considering work experience placements. This includes promoting a healthy attitude to all aspects of equality and diversity within the workplace and considering all students fairly on the basis of their ability to do the job regardless of gender, race or disability.

## **How to Apply for a Placement**

There are several ways to organise the placement and in all cases, you **MUST** inform Miss Gage of your intentions. A 'Work Experience Intentions' form will be provided to be completed and handed in as soon as possible. This will prevent several students applying to the same place and putting unnecessary pressure on businesses. She will then advise on the best way to approach the employer. This can be done in several different ways depending on where applications are to be made to.

- Letter of application (see example at the back)
- Email
- Telephone call

Some businesses may require an interview before offering a placement.

Filling in the intentions form will also identify those students who need guidance and help with finding a placement.

**Remember to please inform Miss Gage before you apply to a placement - this will avoid multiple applications to the same businesses**

## **Travel Arrangements**

The school is unable to provide any assistance with transport or any related costs to and from the place of work. Students should be aware of travel implications when considering applying for placements. If a student is planning to use public transport, the school can provide a laminated card stating that they are travelling to a placement as a work experience student but cannot guarantee a reduced bus fare and may be charged as an adult. Please ask Miss Gage if you will require a pass.

## **Medical and SEN Information**

It is vitally important, both for the student and the employer, that the student is able to work without endangering the student's health and safety or the health and safety of those around them.

As it is part of the school's responsibility for ensuring that students are safe during their work experience, a medical form is to be completed honestly to establish whether the individual has a medical history or any special needs to be taken into account. Many employers are understanding of medical conditions and special needs, and if made aware of them, can plan and structure a placement to suit the needs of an individual student. This information may be sent to prospective employers. The school cannot be held responsible for any eventuality arising from non-disclosure of essential health problems or special needs. Any changes to the information supplied to the school in September should be notified to Miss Gage before commencement of the placement.

## **Paperwork**

Once your placement has been approved by Tony Crowe, an Agreement form setting out all the details of the placement and the risk assessment will be sent to parents.

## **Work Experience Record Booklets**

All Year 10 students will be issued with a booklet that has to be completed before, during and after their placement. The standard of this goes towards the accreditation awarded after the whole experience. Year 12 will be asked to complete a 'Reflection' sheet that they can use when making future applications.

## **Monitoring of Students**

Whilst on placement, students will be monitored by telephone and a member of staff may visit. As the school has duty of care to all students, if any problems arise during this time, please alert the school as soon as possible and a mobile number will be provided for any out of hours queries. However, this is only to be used if the query cannot wait until the following morning when contact should be made to the school.

The school has a duty of care at all times whilst students are on placement. If they are unable to attend due to a pre-arranged appointment or are ill, the **EMPLOYER** and the **SCHOOL** must be informed.

## **Recognition awards**

Standard, Merit or Distinction Certificates are awarded after completing their work experience placement. These are awarded based on the feedback received from employer/supervisor, the school monitoring staff and the standard of how the booklet is completed. Attaining a Distinction should be aimed for as this shows the value that has been placed on the experience and the maturity shown towards it.

## **Useful Placement Information**

### **The RAF**

The following RAF bases in Lincolnshire offer work experience in many different areas of interest but have set procedures for applying.

**RAF Waddington** - Applications forms can be downloaded from their website or collected from Miss Gage. When completed, the application form should be returned to her so that the school reference can be completed. Miss Gage will then forward it to the RAF Work Experience Co-ordinator for assessment and feasibility.

Confirmation of placement should be made 6 weeks prior to the work experience dates. This is less than the 12 week notice required by Tony Crowe but as most placements within RAF Waddington have already been assessed, this is not expected to be a problem. The RAF will not commit to a placement as they are an active base.

It should be remembered that at any time, a placement may be withdrawn should there be unforeseen deployment of Waddington personnel and resources. It would be advisable therefore for students to have a backup plan.

**RAF Cranwell** - Unfortunately they have ceased to offer work experience placements due to personnel cuts over the past few years.

**RAF Coningsby, Scampton and Digby** - Letters of application can be sent addressed to the Work Experience Co-ordinator. Please see Miss Gage for the contact details and the placements they offer.

### **Healthcare**

**Lincolnshire NHS Trusts (ULHT) - The Talent Academy** covering Lincolnshire Hospitals/ NHS settings

**Sherwood Forest Hospital Trust** - Newark and Kings Mills Hospitals

**Nottingham University Hospitals** - City and Queens Medical Hospitals

**Nottingham Healthcare**

**East Midlands Ambulance Service**

**Nottingham Citycare**

Please see Miss Gage for a copy of the framework of placements offered and applications forms.

### **Lincolnshire Police**

The majority of placements are working in the community and you will need to approach your local PCSO initially or see Miss Gage for contact details. The Headquarters at Nettleham, unfortunately, very rarely offer placements. Sleaford and Grantham Police stations request students to be 16+.

### **Nottinghamshire Police**

In the past it has always been very difficult to find placements in this sector.

### **Tony Crowe**

Tony Crowe also provide the school with a list of available placements that employers have offered our school. These are only in Lincolnshire and students are welcome to look at the list to see if anything is suitable for them. Please see Miss Gage if interested.

The School also has many contacts from previous placements in the Newark area that can be approached. Please see Miss Gage for details.

## TEMPLATE LETTER OF APPLICATION FOR A WORK EXPERIENCE PLACEMENT

*Address*

*Post code*

*Telephone Number*

*Email Address*

*The date*

*Employer 'contact' name*

*Employer company name*

*Employer address*

Dear Sir/Madam *(or the name of person if known)*

I am a Year **10 or 12** student at Sir William Robertson Academy, Welbourn and I am currently studying for my **GCSEs or A Levels** in the following subjects .....

I am looking for a work experience placement during the week **6th—10th July 2020 (Year 10) or 1st—5th June 2020 (Year 12)** and I wonder if you would be able to offer a placement.

***Write a paragraph as to why you would like to spend time with this company eg. Learn more about that particular area of work to see whether it is a career path you would like to pursue in the future.***

***Write a paragraph about your personal achievements and interests in life.***

I am happy to attend an interview at your convenience if you need more information.

If you are able to offer a placement during this time, would you please complete and return the enclosed 'placement information' sheet either to me or the school as soon as possible. ***(Don't forget to include this form in your envelope—collect from Miss Gage)***

I look forward to hearing from you.

Yours faithfully *(or 'sincerely' if name known)*

***Sign your name***

***PRINT YOUR NAME***