



# Hanley Castle High School

Y12 Work  
Experience  
Programme

Summer  
2018



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## Y12 Work Experience Programme - 2018

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### An Introduction to Work Experience

Here at Hanley Castle High School we are pleased to offer all Y12 students the opportunity of taking part in the Work Experience Programme. Work experience offers students the chance to experience a variety of situations and gives them some insight into the demands which will be made on them when they leave full time education.

Work experience is an important part of education for employability. It allows students to learn about the world of work in a 'real life' working situation. Our programme is intended to give a student experience of working life and the key skills needed in the workplace and a chance to try out an occupation they may want to follow.

All students need real knowledge of the world of work, how companies are organised and how enterprise creativity and innovation help business growth.

Work experience is also linked to 'Work Related Learning':

This **'is essential for participating in adult life, where a young person can contribute to the countries economic wellbeing'**. (Government Department for Education and Skills.)

There are three strands to work related learning. (1) Learning through work. (2) Learning about work and (3) Learning for work. Students will gain work related learning across the curriculum in different subjects and through dedicated IAG sessions. Work experience supports all the strands of work related learning.

### Funding

Local Authority funding for the support of Work Experience ceased in 2011. Therefore the cost now falls to the school to support students in sourcing placements, using the WEPB database, and to ensure all Health & Safety/Insurance checks are completed.

The cost of the above will be £20 per student (for placements within Worcestershire); this will be covered by the school.

Out of county placements may incur a cost of £40 - £70 +VAT. Unfortunately, the school are unable to contribute towards these costs so we must pass this fee onto parents/guardians.

Due to the above issues the securing of out of county placements must be completed by the deadline of **9 March 2018**.





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### The Role of Students

- Students are to seek a placement for themselves by searching the Worcestershire Education Business Partnership Ltd database <http://www.webp.org.uk/student>
- Students must contact placements and obtain permission to undertake a week's work experience.
- Students must then complete the 'Student Placement Form' to give the school information about their first choice and return to school before 3.30pm on **Friday 4 May 2018** at the latest, and 3.30pm on **Friday 9 March 2018** for out-of-county placements.
- Before the placement, students must telephone the company to make final arrangements.
- Student's log books will be distributed before they go to their placements. These should be filled in each day and will be a valuable resource for future interviews and applications.

### The Role of Parents / Guardians

#### Before the placement:

- Discuss with your child their ideas for their placement.
- Encourage them to begin an immediate search via the work related learning database.
- Return forms promptly - fields marked with an \* must be completed.
- Once a placement has been arranged, encourage your child to contact the employer to arrange a pre-placement interview. This will be to set targets, introduce them to the workplace and raise awareness of health and safety issues.
- Ensure that you and your child know:
  - The hours of work
  - How they will get to/from the placement
  - What they should wear
  - Break and mealtime arrangements
  - Contact name and telephone number

#### During the placement:

- Encourage your child to complete the log book daily.
- Inform both the school and the employer if your child is unable to attend.
- To help your child get the most out of their work placement, discuss their working day.
- If your child is unhappy, please contact the school.

#### After the placement:

- Complete the Parent/Guardian section in the log book.
- Remind your child to hand their log book in at school.
- When it is returned, the log book should be kept in a safe place for future use.



### The Role of the School

- The school will contact the student's proposed placement (by post or email) and confirm that the student is able to undertake the placement. The school will ensure that, in its opinion, the placement is suitable for the student and vice versa.
- The school will only confirm a placement when it has received confirmation that Employers Liability Insurance is in place. We ask the Worcs Education Business Partnership Ltd to check this insurance for us and to alert us of any Health and Safety risks.
- The school will obtain a briefing sheet from the employer detailing the requirements of the placement and will pass this to the student for information.

### Resources to assist students in sourcing placements

There are two key resources to help students find suitable placements:

1. **Worcestershire Skills Central - Connecting Schools and Business**  
[www.worcestershireskillscentral.co.uk](http://www.worcestershireskillscentral.co.uk)

*Worcestershire Skills Central provides a unique opportunity for education establishments and businesses throughout Worcestershire to build and develop closer working relationships and to provide valuable work experience for students.*

Students have registered with this site. For any student that hasn't registered they will need a valid email and will need to create a password. We suggest the following format for a password:

John Smith:

Smith16 - surname - *uppercase first letter followed by 16.*

**Student registration will be vetted by us and students will be sent an email where they will need to click the link to confirm their registration.**

The site lists a range of available placements in Worcestershire that students can apply for.

Students can create a CV using a partner site. This CV can then be uploaded as part of the application. [www.skillsmanager.org.uk](http://www.skillsmanager.org.uk)

To complete the CV students will need to follow the same registration process as above.

### **2. Worcestershire Education Business Partnership Ltd (WEBP Ltd)**

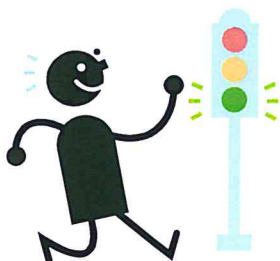
- Students will need to go to the web address <http://www.webp.org.uk/student> on any internet connected computer at home or in school,



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- Students should login using the Usercode and Password provided to them in school by their tutor, this can also be found on the application form.
- Students should search for a company using the options 'I would like to see what companies are available' or 'I already know what I will be doing and the company I will be going to'.
- A list of **keywords** for a specific search is included at the back of this guide.
- Click next; students will then need to type in a **location**. Would it be more convenient for their transport to be nearer school, or nearer the place of work of a parent/guardian?
- Students can choose five companies and a 'shortlist' is created with the top option being the first choice.
- **Students will then need to contact the company themselves to ask whether they will be able to provide a work placement.** Students can do this by telephone, letter or in person. Example letters and telephone conversations guide are included here.
- If students already know where they want to go (and some may already have contacted the company) that is very positive. A company name and postcode search should find the company on the database.
- If companies are not on the database they will need to know all the details required - full address, contact person and telephone number etc. The company can then be added to the database and will be Health & Safety checked provided it is added by the deadline.
- Whenever students have finished using the database they should log out.
- All placements are on a first come first served basis. Students must return their 'Student Placement Form' to Mr McTernan via their Form Tutor before 3.30pm on Friday 4 May 2018 for placements in Worcestershire, and 3.30pm on Friday 9 March 2018 for out-of-county placements. These will be dealt with strictly in the order they are received.
- The school will contact the company that students wish to visit to confirm all the details of the placement and 'Worcs Education Business Partnership Ltd' will check that the placement has proper insurances. This can take time so please be patient, Mrs Price is contacting well over 100 placements!



**GET AHEAD – submit your  
'Student Placement Form'  
as soon as possible**



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### Work Experience Programme Time Scale 2017-2018

**January 2016** - Launch of Work Experience Programme to students.

Students will be able to use the school IT network, and any internet access at home, to search the online database <http://www.webp.org.uk/student>

**3.30pm Friday 9 March 2018** (out-of-county placements) and **3.30pm Friday 4 May 2018** (Worcestershire placements) - Deadlines for returning completed 'Student Placement Form' to Mr McTernan via Form Tutors. **This form, along with the Parental/Guardian Agreement, accompany this booklet.** Forms will be dealt with strictly in the order they are received.

**June 2018** - All placements arranged by students, by the required deadline will be confirmed by the school. If all the correct information has been provided, (and there are no unforeseen circumstances) the school will send confirmation of your placement.

**9 -13 July 2018** - Students to telephone employer to confirm final arrangements

**16- 20 July 2018** - Y12 Work Experience Week

Visit [www.my-work-experience.com](http://www.my-work-experience.com) for more help and advice

### Conditions of Work Experience Programme

- 1) Students will only undertake work placements that have been approved and sanctioned by the school.
- 2) The work experience process is carried out very closely between the school and Worcestershire Education Business Partnership Ltd. All placements are subject to a Health and Safety visit by the WEBPS team. In some cases the placements will not meet the required standard set out by Government; in these instances under no circumstances will the student be able to carry out their work experience in these placements.
- 3) The company providing the placement must have Employers Liability Insurance in place for injury arising out of proven negligence or breach of statutory duty by the company or its employees.
- 4) It is not the school's policy to notify employers of a student's educational, physical or emotional needs. Students or parents should notify the employer of any special needs, or parents must request that the school does this on the child's behalf.
- 5) The period of the work experience is Monday 16 to Friday 20 July 2018. It is expected that students will be in work placement for five days, unless previously arranged with both the employer and the school. Some students will also be on an extended placement where arrangements have been made for them to be on placement for one day a week in term time.
- 6) Should the student be unable to attend their placement due to illness or other legitimate reasons, they will telephone both the employer and the school to notify of their absence (01684 593241 - follow option for KS5 absence line).



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- 7) It is expected that students work to find solutions when difficulties arise. Should assistance be needed in order to make the placement a success, students should contact the Careers Officer at school or in the instance of difficulties in Extended Work Experience the Careers Officer also. It is not acceptable that students leave the work placement when difficulties arise and the support of parents is sought in ensuring that this does not happen. If the school agrees that the work placement is untenable, effort will be made to secure an alternative placement. If that is not possible, the student will need to be in school for the remainder of the week.
- 8) Students (and parents) will be responsible for transport to and from the work placement.
- 9) Students will not be paid for work experience and will not receive any reimbursement for any costs incurred whilst on placement. They will only be allowed to work a maximum of 8 hours a day and must comply with Health and Safety regulations of the organisation, which includes wearing any safety clothing that is considered necessary or required by law.
- 10) Students will ensure their log book is completed, including sections by the employer and parent / guardian.
- 11) Following the completion of the programme all students should write a letter of thanks to their employer by the end of July 2018.







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A Sample Letter of Application for a Work Experience Placement

Your Name  
Your Address  
Your Postcode

Date

Mr A Smith  
Aardvark Associates  
1 The Avenue  
Worcester  
WR1 1AA

Dear Mr Smith

I am a Year 12 student at Hanley Castle High School, Worcester and notice from the Worcestershire Education Business Partnership Ltd Database that Aardvark Associates have previously offered students an opportunity to undertake a work placement.

My Work Experience Programme commences Monday 16<sup>th</sup> to Friday 20<sup>st</sup> July 2018 and I would like to undertake it with Aardvark Associates. I am particularly interested in working in the fashion industry and I am considering it as a possible career. I enjoy creative work; I am also organised and motivated. I like working as a member of a team but also meeting my own targets and deadlines. I am currently studying for my A Levels including Art and Graphics and am expected to get good grades in all my subjects. I would certainly work hard during my week with you and am determined to make the most of my work placement.

I hope you will be able to offer me a week's work experience placement and look forward to your reply.

Yours sincerely

John Baker



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### When you telephone a placement, remember ...

- You only get one chance to make a first impression!
- Write down what you want to say beforehand.
- Be polite, speak clearly and smile down the telephone.
- Introduce yourself clearly and politely, say that you are a student at Hanley Castle High School and say why you are telephoning.
- The contact name on the database may be out of date so be prepared to ask for the person now in charge of work experience placements.
- If the person is unavailable ask when it would be convenient for you to call back.
- Tell the person why you want to undertake work experience with their company - show you know what their company does and how you would benefit from it.
- When you have obtained a placement, don't forget to write down the name of the person in the company who offered you a placement, and ask if they have a direct telephone number. Also write down the date they made the offer. You will need this information to complete the Student Placement Form.
- Finally GOOD LUCK! - it's not always easy finding a placement, but it will be worth the effort. Be Positive.

### Checklist

Telephone Number of the Company:

Name of Contact Person:

Name of Person you made arrangements with:

Direct Phone Number of Contact Person:

Date offer was made:



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### Keywords for Database

Schools	-	Classroom Assistant
Shops	-	Sales or Retail
Nursery	-	Child (this will bring up all child care placements)
Solicitors	-	Legal or Solicitors
Dentists	-	Dental
Construction	-	Builders, Bricklayers, Plumbers, Carpentry
Hair/ Beauty Salon	-	Hair (this will bring up the Hairdressers and Beauty salons)
Hospitality	-	Catering / Waiter
I.T.	-	Computers
Motor	-	Mechanic
Office	-	Admin / Clerical
Horticulture	-	Garden
Agriculture	-	Farm
Engineering	-	Engineering
Manufacture	-	Manufacturing
Kennels	-	Animal
Horses	-	Horses or equestrian
Vets	-	Vet
Gamekeeping	-	Gamekeeping
Leisure	-	Leisure
Pharmacy	-	Pharmacy / Chemist
Accountants	-	Accounts
Care Assistants	-	Care
Graphics	-	Graphic / Design
Architecture	-	Architect



## Contact Information

**Mr Martin McTernan - Careers Co-ordinator**

Tel: 01684 593241

E-mail: [mcternanm@hanleycastlehs.org.uk](mailto:mcternanm@hanleycastlehs.org.uk)

**Mrs Louise Price - Senior Student Support Officer**

Tel: 01684 593241 ext 2222

E-mail: [pricel@hanleycastlehs.org.uk](mailto:pricel@hanleycastlehs.org.uk)

**Hanley Castle High School Website**

[www.hanleycastle.worcs.sch.uk](http://www.hanleycastle.worcs.sch.uk)

**Worcestershire Education Business Partnership Ltd (Worcs EBP) Database**

<http://www.webp.org.uk/student>

**Worcestershire Skills Central - Connecting Schools and Business**

[www.worcestershireskillscentral.co.uk](http://www.worcestershireskillscentral.co.uk)



## Dates for your Diary

**Y12 Work Experience Programme: 16 - 20 July 2018**

**Student Placement/Consent Forms - return to school by:**

Friday 9 March 2018 - Out of county placements

Friday 4 May 2018 - Worcestershire placements

## **Confirmation of Placement**

Mid/end of June - sent home to parents/students