



# Year 12 Level 2 BTEC Business Work Experience Programme

Year 12 Parents/Carers  
Work Experience Booklet

September 2018

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**Work Experience Coordinator**  
**Mrs Collier**



## Work Experience Dates

**Monday, 4<sup>th</sup> February –  
Friday, 15<sup>th</sup> February 2019**

**Please submit the Parent/Carer Form  
As Soon As Possible and NO LATER THAN  
Friday, 7<sup>th</sup> December 2018.**

**Please submit the Employers' Placement  
Information Form As Soon As Possible and NO  
LATER THAN**

**Friday, 21<sup>st</sup> December 2018.**

Forms must be completed for EACH placement.

## What Is Work Experience?

Work Experience is a programme designed to give young people a better insight into the world of work and to acquaint them with the key skills necessary to succeed in adult working life. Taking part in the work experience programme is an excellent opportunity for students to learn and develop transferrable skills that will benefit them in the future. Work Experience takes place on an employer's premises in which students carry out particular tasks, more or less as would an employee, but with the emphasis on the learning aspects. Although we recommend that students link work experience placements to future career aspirations, the placement will not necessarily reflect the eventual career choice of the student but should allow a broad experience of the workplace.

### **Aims of the Work Experience Programme**

- To give students a practical understanding of the wider society

outside school particularly the role of employment and the economy in everyday life and to prepare them for transition from education to employment.

- To help students achieve a better understanding of industry including how a business functions, employer expectations and to introduce them to requirements, disciplines and satisfaction for working life.
- To give students the opportunity to develop self-confidence and social skills, resilience, enhance general, personal and social development and to encourage them to acquire basic skills in a variety of business related tasks.
- To enable them to form relationships outside their immediate social group and to make real life decisions.

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# What do Year 12 Think About Work Experience?

**89%** of Year 12 students would recommend Work Experience to future Year 12 cohorts.

During their work experience placement, **46%** of Year 12 Students were offered future employment, apprenticeships, more work experience and mentoring.

**62%** of students have a clearer idea of their desired pathway after leaving Sixth Form.

**80%** of students said work experience improved their confidence, and they learnt more about what an employer expects from the people working for them.

**90%** improved their communication skills and were more confident in asking questions.

“I’m more determined to go into this career so will work harder to achieve it in Year 13.”

“My feelings towards starting work have heightened as I have found the exact job role that is conveniently available at my placement employer. This has made me even more keen to do well in Year 13, to give me the best opportunity of starting work afterwards – depending on whether I choose to go to University or not.”

“Perseverance, communication and initiative were the main skills I learnt during my work placement. Often out-of-the-box thinking was required to make sure I found solutions to difficult problems. These important transferrable skills will help me to improve in doing the best I can in all my subjects in Year 13.”

“It has shown me different pathways I can follow, to get to the same place that I want to get to.”

“It has made me debate what I want to do.”

“It has given me an insight into what the world of work is really like including commuting, and how hard I will have to work once I choose a career.”



## What Advice Would Year 12 Give To Future Cohorts?

**Apply early** and to everyone you can think of in your field! Be persistent – telephone, email again and again!

Try and choose a placement that would benefit you in your future career.

Make sure that you are ready and prepared for the two weeks, you need to be organised and know where you are going. You also need to sound interested in your work experience. Also ask a lot of questions, not just about the placement but also how you can get to the position of those that you shadow.

Start looking for work experience as soon as possible. Ask everyone if they know anyone because usually it’s who you know not what you know.

# Organisation of the Placement

**Students are required to find their own placement** through emailing, writing and telephoning prospective employers or perhaps asking family or other connections. It is important to secure a placement as soon as possible.

Work experience at Darrick Wood School is supported by Bromley Education Business Partnership (BEBP) who provide guidance and assistance throughout the programme. They carry out a proportion of pre-placement work experience visits on the School's behalf. The School's deadlines are governed by the deadlines of the BEBP therefore it is imperative that Employers' details are submitted as soon as a placement has been sourced and no later than the deadlines.



## Standard Placement Requirements:

- As a minimum requirement, all employers must have **valid Employer's Liability Insurance**. Without this, the placement will not be approved by the School under any circumstances.
- Placements must take place within England and Wales. Placements in other countries will not be authorised.
- Pre-placement checks are unable to be carried out at private residential addresses or multiple addresses such as after school clubs, therefore placements in these environments should be avoided. Placements will not be authorised where students work solely with one person within a one-person business.

- Although placement working hours vary depending on the individual employer, it is recommended that students experience a full working day up to 40 hours per week. Students must start their placement shifts no later than 1pm and work for a minimum of 3 hours per day.
- Where students already have a part-time job, they cannot undertake a position in the same job role or be paid for the duration of the work experience programme. This is to ensure that the student fully benefits from the programme, rather than the employer benefitting from additional staffing.



## Forms To Be Completed For WEX

### **The Parent/Carer Consent Form (Available on SharePoint – Hard Copy Available Upon Request)**

This is an online form which should be completed by the student and their parents/carers. This is to be completed and sent immediately after the placement has been agreed in principle (regardless of completing the Placement Information Form).

**Forms should be submitted no later than Friday, 7<sup>th</sup> December 2018.**

\*Please note that many organisations close over Christmas and New Year or have limited staffing to deal with requests. We encourage that placements are sourced as soon as possible, allowing January to address any last minute issues.

### **The Placement Information Form (Available on SharePoint to Email to Employers – Hard Copy Available Upon Request)**

This form **MUST** be completed by the **Employer only**. Incomplete and unsigned forms will be rejected. The form must be submitted as soon as the Employer has completed it and no later than Friday, 21<sup>st</sup> December. The School are unable to process any checks of any nature, without this form. Forms submitted after this date will have to meet the criteria set out on page 3.

## Understanding the Placement Form

The student and their parent/carers must be satisfied with the contents of the form before submitting to the School to begin checks. Please check everything e.g. tasks to be carried out, location, hours, expectations.

It is so important that you ensure the Employer considers the plan in advance and that the Student is happy with the duties on their placement. Regardless of age, in certain environments such as medical, legal and even education various tasks are very limited to work experience students, with shadowing more likely. An alternative placement may be more suitable if students would like a more hands-on placement.

**Due to the General Data Protection Regulation 2018, it is the student/parent/carers' responsibility to highlight any medical/physical needs to the Employer of any nature BEFORE forms are completed and submitted. This is vital for appropriate risk assessments to be created by the School and the Employer.**

# Before The Placement

The School will prepare the students for work experience in the following areas:

Health and safety in the workplace  
Standards of behaviour expected

What to do if things go wrong  
What to do if ill or unable to attend

The student is also encouraged to attend an interview before the placement commences. This is recommended to ensure that the student is clear about the work involved in the placement, if they think they will be happy in the setting and for the Employer to be able to ensure that they can offer suitable work experience for the student. This is an opportunity for the student to find the following information:

What will I be doing?  
How do I get to my placement?  
Who do I report to on the first day?

What are the hours of work?  
What do I need to wear?

We encourage students to make contact with Employers and parents/carers should only assist if required. Parents/carers should not make contact with Employers to arrange a placement unless absolutely necessary. Often, Employers have their own work experience programmes and will not deal with parents/carers as a standard practice. Employers also consider that students are not being proactive if dealing with parents/carers and withdraw work experience placements.

## Working Directly With Parents/Carers and Close Family Members

Some students may express an interest in working with parents/carers or close family members for their placements. This can have numerous benefits and in many cases works well for all concerned. There have, however, been instances in the past where this has not been the case, particularly where the placement is seen as a 'last resort'. As with any other work experience, students must ensure that the placement is suitable and that they understand the work they will be required to undertake fully. It must benefit the student, allowing them to fully participate in the scheme and provide an insight into the world of work and learn about the working environment within the particular sector.

## During the Placement

Work experience can be quite a challenge for all concerned!

Parents/Carers can help by:

- Checking that the placement is going well
- Encouraging a mature response to any difficulties
- Encouraging your son/daughter to persevere even if the placement is not what they expected
- Letting the Work Experience Coordinator know if there is a real problem
- Checking that the work experience diary is completed regularly
- Informing the School and the Employer if your son/daughter is sick

At Darrick Wood School, the Work Experience Coordinator ensures that as many students as possible are visited at their placements. If this isn't possible a telephone check will be made. A member of staff will also meet with the student's Supervisor when making contact.

# PLACEMENT TIPS



- **Think** of what you are interested in.
- **Google** companies and organisations.
- Look at **websites** with careers advice.
- **Ask** friends and family and ask them to ask people that they know.
- Make **contact** by phone, email or face-to-face.
- **Apply, Apply, Apply!** Being accepted for more than one placement is better than not having any to choose from.

## Useful Websites

<https://successatschool.org/advice/work-experience>

<https://nationalcareersservice.direct.gov.uk/job-profiles/home>

<https://do-it.org/>

<https://www.myworldofwork.co.uk/getting-job/work-experience>

<https://www.allaboutcareers.com/careers-advice/work-experience>

<http://www.bromleybp.org.uk/59/introduction>

# General Information

## Insurance and Health and Safety

All Employers providing work experience placements must be approved by the School, with the support of Bromley Education Business Partnership (BEBP) within the London Borough of Bromley. Each employer offering a placement must be checked. This is carried out by accessing a central database which stores information on previous work experience visits within the London Borough of Bromley, other surrounding London boroughs as well as counties throughout England and Wales. If a valid and in-date check is available, this information is used to ensure that the placement is safe and appropriate. If a valid and in-date check is not available, the placement will either be contacted/visited by the School or the BEBP, in order to carry out a statutory pre-placement check. This includes Health and Safety, young person's safeguarding, working conditions and hours as well as the arrangements for initial induction/training and the actual job role to be taken up by the student. This is a very time consuming process for the School which must be done for all placements accepted by students. **Due to the General Data Protection Regulation 2018, it is the student/parent/carer's responsibility to highlight any medical/physical needs to the Employer of any nature BEFORE forms are completed and submitted. This is vital for appropriate risk assessments to be created by the School and the Employer.**

## Hours of Work

These will usually be the hours worked by young employees of the organisation and generally be longer than school hours. There is a misconception with Employers that students should only work hours during a normal school day but this is not the case. Work Experience students should work up to a maximum of 40 hours per week (8 hours a day excluding breaks). Students should not work between 22:00 – 06:00. Employers may wish to consult with the School concerning hours. Provision should be made for appropriate breaks in accordance with any employment legislation that is applicable. The Working Time Regulations 1998 apply to work experience students.

## Travel to Work

Parents/Carers must assume their normal responsibilities for their child's safety when travelling to and from a work placement. Prior to agreeing a work experience placement, it is the responsibility of the student to ensure they have researched appropriate travel methods and costs. In order to reduce commuting costs, we recommend students apply for a 16+ Zip Oyster Card from [www.tfl.gov.uk](http://www.tfl.gov.uk).

## Payment

Work experience is part of the Sixth Form curriculum and therefore students are not paid. A few employers may kindly reimburse expenses for lunch and/or travel, but as employers offer placements free of charge, expenses must not be expected.

## Absence

The School's absence policy relating to illness applies to work experience. If a student is unwell during work experience, they must report their absence to their supervisor and the School in the first instance. Some placements in environments such as health and childcare have their own absence policies which must be followed in addition. Appointments such as routine medical/dental or driving lessons, should be avoided during work experience. Requesting leave can make students feel uncomfortable and employers can take a negative view.

## Reporting Accidents and Incidents

Placement providers are required to report any accident or incident involving a student to School. If you have any concerns with regard to an accident or incident during work experience, please contact Mrs Collier, Work Experience Coordinator immediately in the first instance.

## Confidentiality

Students are expected to hold in confidence any information about the employing organisation that they may obtain or observe during work experience. It is common for employers to request that students sign a Confidentiality Agreement in advance of the Work Experience Placement.

## Company Procedures

In addition to the School's procedures, most companies also follow their own procedures and require students to complete specific forms, attend interviews and provide various information such as passport information and confirmation of address in line with their employment policy. Certain equipment or clothing such as Personal Protective Equipment (PPE) may be required. It is the student's responsibility to enquire about company policies and follow them as necessary.

# Help For Students



**Lunchtime  
and Break  
EVERYDAY**

# PLACEMENT DROP IN ADVICE

**Work  
Related  
Learning  
Office**



WITH MRS COLLIER