



Westfield School

Chorus Education Trust

Year 10 Work Experience 2020

Information for Parents/Carers

Year 10 Work Experience - Monday 1st June to Friday 12th June 2020

Work Experience involves the student carrying out particular tasks or duties, more or less like an employee would, but with the emphasis on learning about working life from the experience.

Why do young people go on Work Experience?

- To gain an insight into the world of work
- To acquire employability skills
- To develop self-awareness and confidence
- To begin to understand the links between school subjects and the world of work
- To start appreciating the skills needed to succeed in the labour market

Prior to the student embarking on the placement, the student will be introduced to health and safety in the work place and both the student and employer introduced to opportunities for learning from the experience.

During the placement a member of staff from school will visit the employer to check on the welfare of our student. Any concerns about the placement will be raised with the placement coordinator based in school and our trust Health & Safety Manager.

Several Acts of Parliament govern work experience, the main one being the Education (Work Experience) Act 1973. This Act states that students on approved schemes of work experience are regarded as employees from a Health and Safety perspective but must not receive any payment. The employer however can assist with expenses if they wish to do so.

Employers Liability Insurance (ELI)/Legal Requirements

Whilst on work placement a young person is classed as an employee and is covered by the placement provider's Employers Liability Insurance. By law, every company/organisation that has employees must have this insurance. The placement provider has the primary responsibility for the health and safety of the young person on placement, however school will take reasonable steps to satisfy ourselves that the employer is managing any significant risks. If the employer you have sourced for your child's work placement only has one employee, chances are they may not have Employers Liability Insurance. In this case a discussion will be needed with the Work Experience Co-ordinator in school and potentially the placement will be unable to go ahead.



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Frequently asked questions:

- **What if the placement does not match my child's career aspirations?**

Any work experience, irrespective of the occupation, can provide your child with the opportunity to acquire transferable personal skills that will be useful for the rest of their working life.

- **Why do students not receive any payment while on work experience?**

By the 1973 Act of Parliament, work experience is required to be a learning process and the Act therefore prohibits payment. However, in some cases the employer may offer out of pocket expenses to provide travel or lunch.

- **What if my child is unhappy?**

Discuss the problem with your child and if following your advice your child is still worried then please contact Mrs Daughtry or a member of the Senior Leadership Team within school.

- **What about health issues?**

It is important that the school are made aware of any medical or other issues associated with your child so that they are not placed into an unsuitable environment.

How you can help your child:

These are some of the ways you can help your child get the most out of work experience:

- Take an interest and help them find a work placement that they would like to do.
- Make sure that all forms and paperwork are returned as quickly as possible.
- Help them to understand the goodwill shown by the employer offering the work placement.
- Help them to arrange and prepare for any interviews with the employer. It helps if they have thought about why they want to work in a particular workplace, and can come up with good reasons, if asked.
- It also helps if your child has done their homework about the company they are placed with. The company may have a website where you can find information.
- Help your child to be realistic about what to expect. They may well spend some time making the tea/coffee or helping with simple but essential administrative jobs such as filing or photocopying.
- Remind your child that if they find they don't understand how to do something they should always ask their designated supervisor.
- It is important to leave a good impression: a work experience student who is polite and helpful may be making contacts which will stand them in good stead later on.
- Ensure that your child attends the placement punctually
- Please make sure that **both** the employer and the school are notified if the student is unable to attend their work placement.
- Inform the school of any difficulties experienced during the placement.
- Talk to them during the placement about what they are doing and how they are getting on and encourage them to complete their diary/workbook.
- Encourage your child to have a positive approach to the placement, even if it isn't quite what they expected.