

# Y10 Work Experience

Monday 1<sup>st</sup> June – Friday 12<sup>th</sup> June 2020



Westfield School

Chorus Education Trust

# Aims-

- To give you a taste of what the work place is like.
- To give you the opportunity to try out a place you may be interested in working in later in life.
- To develop skills such as self-awareness and confidence.
- To acquire employability and transferable skills.
- To appreciate the skills needed to succeed in the local labour market.



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# Paperwork-

- Letter for parents/carers with information regarding the process, dates and deadlines
- Information sheet for students/parents/carers with answers to frequently asked questions
- Work Experience Placement Form – Important document! All sections must be completed and returned to Mrs Daughtry by 28<sup>th</sup> February 2020



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# Why act now?

- Over 27 secondary schools in Sheffield.
- There will be other schools out on Work Experience at same time as Westfield School.
- Therefore huge demand for work experience placements in our area.
- Over 200 of you that Mrs Daughtry needs to support!



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# Placements-

- All students must find their own work placement.
- If students are unable to do so they must speak to Mrs Daughtry who will advise students on what local companies to approach.
- Start by asking friends, family members and local businesses.
- Any work experience is good work experience! Do not limit yourself to one particular industry/sector.



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# Finding a placement-

- Ways to approach companies –
  - By phone
  - By letter
  - By visiting
- Some placements might want to interview you or arrange a visit before the placement starts to cover expectations/Health and Safety.
- Always be professional!



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# Employers Liability Insurance (ELI)-

- All work experience placements must have Employers Liability Insurance.
- All companies that employ more than 1 member of staff must by law have this insurance.
- If the placement does not have this insurance the placement cannot go ahead.
- If you are working directly with either of your parents and they do not have this insurance you must speak to Mrs Daughtry as soon as possible.



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# Education (Work Experience) Act 1973-

- Students on approved Work Experience placements are deemed to be workers in ALL respects other than they must not receive payment.
- The employer may assist with expenses if they wish to do so.
- You abide by the company rules and expectations – you are representing both yourself and Westfield School.
- You work the days and hours they set.



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# Re-cap-

- **Dates** – Monday 1<sup>st</sup> June – Friday 12<sup>th</sup> June 2020.
- **Placements** – You must find your own placement and all work experience is good work experience.
- **Paperwork** – All paperwork must be completed and returned to Mrs Daughtry by 28<sup>th</sup> February.
- **Employers Liability Insurance** – All placements must have this insurance.
- **Help & Support** – Please see Mrs Daughtry in the Careers Hub before school, social times and after school.



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# Enjoy!!

This is a great opportunity that not every school offers, please enjoy it and make the most of your placement.

Please remember any experience in the world of work is good and it can make you stand out from the crowd when you come to apply for 6<sup>th</sup> form, College or an Apprenticeship this time next year.



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