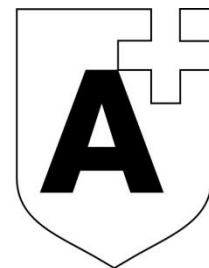


# Year 10 Work Experience: Information for Parents



**Ashcroft**

## **What is Work Experience?**

Work Experience is an opportunity for Year 10 students to spend two weeks with an employer in the workplace. It gives them an opportunity to gain experience within a business environment, learn new skills, gain confidence in their abilities, relate their learning to the workplace and help them make decisions about their future.

## **What are the Aims and Objectives?**

Work Experience placements offer our students many benefits and learning opportunities:

- Employability and key skills: insights into skills and attitudes required by particular sectors and employers; and an opportunity to develop, practice and demonstrate key skills in a working setting, in particular in working with others, communication and improving own learning and performance.
- Careers education and guidance: better understanding of changes in the world of work and the implications these have for their own careers
- Personal and social development: development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills
- National Curriculum and other subjects: opportunities to enhance student's understanding of the National Curriculum and develop a practical understanding of a range of concepts including economic, business, citizenship, environmental, moral and social.

## **What does it involve?**

The Academy delivers a full programme of preparation during CPSE lessons starting from January. This includes:

- CV preparation and writing to employers to find placements
- Explanation of the Academy Work Experience procedures
- Working through an extensive preparation programme, guided by "Stepping Out" – a booklet that includes information on interview skills and Health and Safety.
- Completing a diary while on placement

A member of staff will also visit the student while on placement to monitor their progress and speak to the employer. In addition a full de-brief day is held when they come back from placement during which students evaluate their experiences.

## **How students are placed:**

### **Placement through the Academy**

The Academy has a small number of placements in different areas. Details of these are published on the Work Experience noticeboard. Most of these employers have taken our students in previous years and are familiar with the procedures for Work Experience.

Students may register their interest for these placements by seeing Mr Liddell (Study & Guidance Coordinator) who is based in the Sixth Form Study Area and the Careers Room.

Students who are offered an Academy placement will be expected to call their prospective employer to arrange an interview and complete a Job Description Form, which details activities to be undertaken during the placement, lunch and travel arrangement, and working times.

### **Finding own placement**

As the Academy has a limited number of placements most students will be expected to organise their own placement, or as parents you may be able to source a suitable placement for your son/daughter.

As students on Work Experience placements are the full responsibility of the Academy, all placements must be checked before we can permit students to attend their placement. All Academy placements have been subject to these checks and this must also be extended to any new employers who agree to offer a placement.

These include checks on insurance (all employers must have Employer's Liability Insurance without exception) and Health, Safety and Welfare of the student. Unfortunately parent disclaimers cannot be accepted where an employer does not have the necessary Insurance and Health & Safety requirements in place.

In order to check that a placement is suitable, students will need to provide the Academy with **Placement Information Form**. The Academy will then call the employer to confirm the placement, and, if necessary, conduct a pre-placement visit.

The student will still be expected to attend an interview unless already done, and complete a Job Description form.

### **Expenses**

Students who cannot reasonably travel to their placement by bus can claim travel costs incurred when travelling to and from their placement. To claim travel expenses students must submit a Travel Claim Form (with their tickets/receipts) when they return to the Academy after Work Experience fortnight. Students entitled to a free school meal may claim the appropriate daily amount on the Travel Claim form.

### **How you can help?**

- Help the student understand the goodwill of employers offering the placement opportunities
- Advise the Academy of any health matters that may affect the student while on Work Experience - we will inform the employer if necessary.
- Sign and return the Placement Information Form Promptly.
- Ensure the student has arranged and attended an interview.
- Ensure that both the Academy and employer are notified if the student is unable to attend on the designated days.
- Inform us if any difficulties are experienced during the placement.
- Encourage the student to have a positive approach to the placement, even if it isn't quite what they expected.
- Discuss the placement with the student and encourage them to complete their diary.

When on placement, students are expected to behave and carry out tasks as any other employee of the organisation.

**We hope you have found this a useful guide. If you require any further information please contact:**

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