

# Work Experience in Year 10: Student Guide (and to be read by parents)

St Augustine's Catholic College: September 2019

This guide is to inform you and your parents about everything to do with work experience week, taking place from the **23<sup>rd</sup> to 27<sup>th</sup> March 2020**. Why are we doing this? Well, we happen to agree with the government, in that the career education you gain while at school can make a difference in shaping your life when you leave school. These days, schools are now working with employers and businesses much more, and one vital element is allowing you to experience what work is like, in hopefully (but maybe not) an area of work that you think could suit you later in life. Employers happen to think you need it too – 80% of all employers think work experience is essential, and two-thirds are more likely to hire someone with work experience over someone with none. So take it seriously, fine yourself an employer that you have an interest in, and give a good account of yourself....you may be working full time for them in only a few years.

## How it works

**It is up to you and your family to find an employer for the week. There are only 5 things you need to be aware of:**

1. **Where** you go is up to you - as long as you can turn up on time for the five days you are there, and the paperwork and checks are complete (see below).
2. You can only go if your **pink placement form** (you, parents and employer) has been signed by you, your parents and your employer. Yourself and your parents signing is easy – however, getting the form to your employer will require either posting it, or sending it as a scanned document, before they sign it (hopefully), and either scan and email it back, or post it back. Don't let this put you off, but *bear in mind if your employer is based near to where you live, you can just drop it off in person, and pick it up again when it's done.*
3. Your employer has **Employer Liability Insurance** (they will fill this in on the pink form)
4. We, the school, have RAG rated the **risk of the placement** and had a phone call to establish the possible risks and how they will reduce them
5. Our database shows the above has been completed

## When is the deadline for returning the pink form?

Deadlines and Dates	Date of deadline
Pink employer agreement form signed by employer, parents and student and returned to reception	Fri 15 <sup>th</sup> November (8 weeks from pink form being distributed in from time)
School checks completed	Fri 14 March
Work experience briefing assembly	17 March
Work experience week	23-27 March

## Where do I look for an employer?

### 1. Want to stay local?

- Get out and walk into the town centre, pop into shops and offices, introduce yourself and have a copy of you CV ready. Remember the 3 P's – be Prepared, Polite and Positive
- Phone companies that you find on <https://dentonsdirectories.com/> - they cover all the towns in Wiltshire. Using google maps is also an easy way to find companies – if interested they may want an email so be prepared to send that through as soon as you have spoken to them
- Talk to parents and family friend's - do they know anyone that might offer you a place for a week? If so, could they approach them for you? You might want to consider talking to your friends about what their parents do? Could it lead to you contacting them to ask if they would take you on?

REMEMBER – NEVER SHARE PERSONAL CONTACT DETAILS - JUST TELL THE EMPLOYER YOUR YEAR GROUP, YOUR SCHOOL, AND GIVE YOUR SCHOOL EMAIL ADDRESS ([16XXXXXXX@sta.cc](mailto:16XXXXXXX@sta.cc)) – IF IT DOESN'T FEEL RIGHT IN WHAT THEY ARE ASKING YOU E.G PERSONAL QUESTIONS, THEN POLITELY DECLINE AND END THE PHONECALL

### 2. Want to broaden your search for companies outside of where you live?

- Bath and Bristol are the obvious nearby cities to the school, which are 20 and 30 minutes respectively by train from Trowbridge. The huge benefit of working here for a week is two-fold; 1) an increased number of employers so potentially more chance of getting the all important 'yes', and secondly there is a more diverse range of job [sectors](#) represented. For example, a quick google search of 'film and tv companies in Bristol' reveals around 15 companies are found, alongside their locations and contact details. Again, use <https://dentonsdirectories.com/directories/#flipbooks> - they don't cover Bristol but they do cover Bath.

## How to approach potential employers

1. **Face to face** – this is an excellent idea if you want to experience working in a town centre location – you can pop into numerous shops and offices in just an hour or so. Have a CV prepared that you can drop off, and tell them you will phone them or pop in again in a few days time (if they need time to think about it or pass it on to the Manager).

### Script to use:

*'I'm a student at St Augustine's in Trowbridge, and we are doing work experience in March – the 23<sup>rd</sup> to 27<sup>th</sup> March. I was wondering if you take people on for work experience?*

This should lead to some sort of conversation...what ever you do, be polite and seem interested! Once you get the 'OK', ask about who is the best person to email the form to, get the name and email address, and take it to them ASAP.

2. **Indirectly by email** – it is a good idea to **phone the organisation** you are interested in first – this may mean talking to the receptionist if it's a big company you are interested in, so be prepared to explain the purpose of your call and see if you can ask to speak to the department that deals with work experience. If you get through, explain why you are calling politely and try to be as clear as possible - they will probably ask for an email anyway (see below), but a phone call to **find the right person** and to alert them to your call is not a bad thing. You may not be able to get a name in which case use the email the receptionist gives you. Please use your **school email** - it is much more reassuring for the employer.

### Possible script to use:

This is an outline of what to send, preferably once you have already made contact by phone.

*Dear Mr/Mr [INSERT EITHER NAME OF MANAGER/MANAGERESS OR PERSON RESPONSIBLE FOR WORK EXPERIENCE or DEPT NAME or if you are emailing 'cold' without having spoken to the receptionist etc first, just find, by going to the company's website, the contact email – it will be something like info@xxxxx.com]*

*I am emailing in regards to the possibility of completing a week's work experience with [INSERT NAME OF COMPANY] during the week of the 23 to 27<sup>th</sup> March 2020.*

*I will be [INSERT AGE] by the time the placement begins, and I am a student in Year 10 at St Augustine's in Trowbridge. I am hoping to gain an idea of what work can be like in a job area I have a real interest in*

*If you feel you can take me on, I would just need to send you my school's placement form to be signed by your organisation, and then on return, to my family and me, before giving it to the school for their records.*

*To give you a brief outline of myself, I attach my CV for your inspection.*

*Please do email me if you have any questions, or if you would like to contact my school to clarify anything, please contact Mr Holbrook on [holbrooka@sta.cc](mailto:holbrooka@sta.cc) - he is the teacher organising the placements.*

*I look forward to hearing from you,*

*Yours sincerely,*

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## FAQ's

**When is the date for the WEX week?** 23-27 March 2020

**Are all of the Year 10's expected to do the placement?** Yes – there will be no formal lessons that week for Year 10.

**What should the student do once they get the verbal or email back saying 'Yes, in principle'?** They should inform their tutor ASAP, who will update the WEX database, and then hand them the pink 3 way form placement form to be sent off (or taken if local) to the employer.

Do we give them form as above or do we give out before they have sorted it. Those who can't scan would have to post – messy. Or...

No form is given, and when they tell tutor, Bec scans and emails so they have more chance of coming back to us?

**What happens if they can't find a WEX placement?** Email Mrs Wherlock in the school office – but only if they can prove they have contacted up to 5 employers.

**Do they have to complete a whole week?** They need to try and find a 5 day placement – the employer may allow them to leave early some days (which is fine), but a minimum of 30 hours is expected to be completed including breaks

**How will the school check the company is safe in terms of Health and Safety?** The school will follow guidelines from <http://www.hse.gov.uk/youngpeople/workexperience/cutting-bureaucracy.htm> and will therefore make a 'check the employer has risk management arrangements in place'. Once the student starts the placement however the responsibility transfers to the employer. The ABI states:

*'.....All existing regulations for the protection of persons at work, for example under the Health and Safety at Work Act, will apply equally to persons on work experience placements...'*

**Does a Public Liability insurance policy count instead of Employer Liability Insurance?** No - This will not cover students when they are at work. Most Public Liability policies will cover any

accidental injury or damage to **third party property** arising from the actions of the student on work experience.

**So what is Employer Liability Insurance?** Employers Liability Insurance (ELI) is a necessary requirement for nearly all businesses to have to insure against injury or illness. The ELI must be bought from insurer from the ABI or Lloyds.