

Work Experience Information for Parents



WHY DO WE DO WORK EXPERIENCE?

Work experience is an integral part of the careers programme, which all our pupils undertake to teach them about the world of work.

In years 10 and 11 have three opportunities to participate in work experience for up to one week at a time. This enables pupils to spend time with an employer during the firm's normal working hours. Pupils will participate in realistic work situations, observing what goes on in the workplace and collecting a wide range of useful information about the placement that they undertake. Placement project work will include completing a workbook or a diary that will help students remember their experience and impressions.

In the Sixth Form students on the Work Ready Pathways spend two days a week out on a work placement with an employer, where they are able to develop their skills and experience working life.

We believe that work experience helps our pupils develop some of the essential skills & qualities sought by employers including:

- Communication
- Team Working
- Timekeeping
- Reliability
- Initiative
- Self Confidence
- Willingness to learn



LEGISLATION AFFECTING WORK EXPERIENCE

Insurance Arrangements

Work experience students on a placement are regarded as employees. All placement providers including sole traders must have Public and Employers Liability Insurance. All our placements are checked and must be approved by CSW Enterprise.

Limits on jobs students can do

There are limitations on the type of work that students can undertake on work experience due to age & nature of the work. Employers involved in these occupations will be aware of these restrictions.

Students should not be placed into:

- Work using radioactive substances and manipulating red light
- Blasting, asbestos manufacture, certain chemical processes, chromium plating, rubber manufacture, certain occupations involving lead processes
- Locomotive driving and driving cranes in docks
- Work in agriculture which may cause injury through handling heavy weights and may involve handling poisonous substances
- Work in mines & quarries
- Work in betting & gaming
- Cleaning machinery in motion
- Work on any sea going ship or boat
- Work in or in connection with the sale of intoxicating liquors, except in places where such liquors are sold exclusively in sealed vessels and provided that such sales are supervised by the licence holder or an adult on his/her behalf
- Work on ladders above 2 metres high. Special dispensation may be given to uniformed organisations where proper instruction and training has been given.

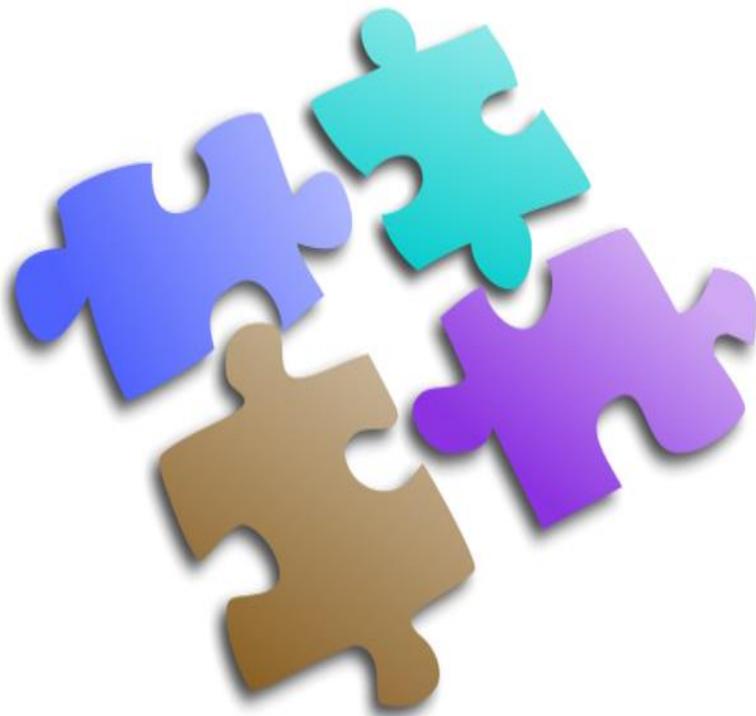
Pay, Tax & National Insurance

Students on work experience have the status “employee” for legal & insurance purposes but must not receive payment for the work that they do. Employers can assist with travel expenses or lunch costs if they wish.

Hours of work

Wherever possible students should work the normal hours of the firm providing they do not exceed the exceptions below:

- Students must not work more than a total of 40 hours per week
- Students are not permitted to work night shifts
- Students can not start work experience before 6am or finish beyond 10pm.



QUESTIONS & ANSWERS...

How is work experience organised?

Every pupil will have the opportunity to gain an experience of the “World of Work” When organising work experience we try to set up a placement that suits the interests and needs of the individual student. We use a variety of settings with employers, training providers and in school experience. In every case we will try to ensure that your son/daughter gains a valuable and worthwhile placement. Where possible we encourage the employer/training provider to interview the student prior to the placement; this is excellent practice for the real thing!

All placements have to have an up to date health & safety check through the CSW Enterprise before our students can start their work experience. Our Work Experience Coordinator will liaise with the employer/training provider/school placement to set up the placement. Your son/daughter’s tutor will visit them whilst they are on the placement.

How can parents/carers help?

The quality of the student’s work experience can be strengthened by the interest you take in their placement. You can help by:

- discussing with them the type of work placement which best suits their interests;
- making sure all the forms are completed and returned to the school as quickly as possible;
- encouraging a positive attitude towards the placement and encouraging students to make the most of the opportunity;
- ensuring that they attend the placement & start on time;
- Talking about the experience before, during and after the placement;
- encouraging the completion of the work experience diary.

Who do I contact if I have a query?

If you have any questions or concerns with regard to your son or daughter's work experience placement please contact the work experience coordinator, Mrs Caroline Milner at Combe Pafford on (01803) 327902 or cmilner@combepafford.school.torbay.sch.uk who will be happy to help.

Who organises work experience placements?

The main responsibility for the organisation of work experience placements rests with the school work experience coordinator. They will usually make the initial contact with employer.

I have approached an employer on my son/daughters behalf, what should I do?

We are more than happy for you to approach employers for work experience, however, if you approach an employer directly you will need to pass all the information & contact details to Caroline Milner in school. Caroline will then check with CSW Enterprise that all the relevant checks are done. We need the information from employers no later than 4 weeks before the start date of work experience.

How do I offer a placement?

The provision of work experience for young people is coordinated by the school. If your company is interested in offering a work experience placement for a school child you should contact Caroline Milner at Combe Pafford in the first instance.

What is the legal status of students on work experience?

Under health and safety law, students on work experience have the same status and rights as employees. In addition, they are treated as employees for the purpose of insurance against personal injury, provided your insurers have been notified.

When do work experience placements occur and what tasks are students usually given?

Placements will take place during a one to two week period, the amount of time and level of support that students get will be dependent on their individual needs. During the placement, students

must not be asked to do anything dangerous or use equipment without proper training and supervision. They must not be expected to do work which is unsuitable for young people or which is legally prohibited.

What hours can the pupil work?

The hours worked should be those appropriate for regular employees under 18 doing similar work.

They should not exceed 40 hours per week, nor should they involve unnecessarily unsocial times.

Once the placement has been confirmed school will inform your son/daughter nearer to their work experience start date.

Can the student receive payment for the work they undertake?

By law, students under 16 must not be paid for work done while on a work experience placement. However, employers may contribute towards travel costs and other expenses if they wish.

How are Sixth Form Students supported on work placements?

All sixth form students are allocated a Job Coach who will support them in the work place and liaise with the employer on a day to day basis.

What happens if a sixth form student is offered part-time or full-time work by an employer?

We would encourage students to consider any offers of employment or apprenticeships. If an offer is made during the academic year then school are happy to discuss and release students from their course where appropriate.

My son/ daughter has a particular job/employer in mind, can they do work experience with them?

Where we try to accommodate the interests of young people, it isn't always possible for them to go to do the jobs or employers they want to.

Employers offer work experience on a voluntary basis, they give up their own time to support young people on a placement, so we are reliant on their goodwill. Some do not offer the opportunity to do work experience at all or they offer the experience to specific age groups. Some job areas can be difficult to get work experience in because of particular health & safety requirements.

If you know of an employer who is willing to take your son/daughter please pass this information to the school's work experience coordinator who can then contact the employer to arrange the placement.

SUPPORT DURING WORK EXPERIENCE

Transport

We encourage our students to travel to their work experience placement independently. However in some cases we will support with transport to & from the placement during the school day. You will be advised of the transport arrangements the week before work experience starts. If you have any queries please contact Caroline Milner in school.

Students in the sixth form are encouraged to travel independently, but where there is an issue with the location of the employer we would consider the safety and practicality of travelling via public transport.

Support for pupils

We recognize that not all of our students are ready to go out on a work experience placement independently and may need some additional support. Where we feel this is the case, students will be placed with employers/training providers that have experience of working with our students and will also be accompanied by a member of staff

FURTHER INFORMATION & CONTACT DETAILS

WORK EXPERIENCE TEAM IN SCHOOL

Caroline Milner – Work Experience Coordinator

(01803)327902 cmilner@combepafford.torbay.sch.uk

Mr E Thompson – Sixth Form Head

(01803)327902 ethompson@combepafford.torbay.sch.uk

Mr M Davey - Assistant Head

(01803) 327902 mdavey@combepafford.torbay.sch.uk

USEFUL LINKS

CSW Enterprise – www.cswgroup.co.uk

Combe Pafford School - www.combepaffordschool.co.uk





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