

## **Parents' Guide to Work Experience 2022**

### **Q. Why do work experience?**

A. Work Experience gives students valuable insight into the world of work, encourages them to develop their enterprise skills and helps inform them of potential careers. It is also a chance for students to develop and show evidence of vital employability skills such as self-confidence, communication and independence and possibly explore career areas they are considering for the future.

### **Q. When do students take part in the work experience programme?**

A. The Wallington High School for Girls Experience Programme runs from Monday 18 July to Friday 22 July 2022 for Year 12, and 11<sup>th</sup> to 15<sup>th</sup> July 2022 for Year 11.

### **Q. Is it compulsory for all students to take part in the work experience programme?**

A. Yes, the programme runs in term time and it is an expectation that all students will take part in the programme.

### **Q. Do students need permission to take part in the programme?**

A. Yes, please complete the 'Parent Consent Form' via Microsoft Forms by the 1<sup>st</sup> February 2022/. This is a general consent form asking if you agree to your child taking part in the programme. A 'Parent & Student Contract' is also sent out once the placement has been confirmed, giving all of the placement details.

### **Q. Does the school find placements for students?**

A. To ensure that students get a placement with a company/sector that they are keen to explore we ask students to find their own placements.

### **Q. How does the school support students during the time they are trying to find a placement?**

A. During the Spring Term there is an assembly on the work experience programme. Students are also encouraged to contact Mrs Hole if they need any help and guidance and there are work experience drop in surgeries during the year for those that need additional help and support.

### **Q. How can Parent's & Carers support the process?**

A. There are a number of deadlines that students should be aware of and any support you can give to help them meet these deadlines is much appreciated. They may also need some guidance when finding a placement. We would request that the Parent Consent Form is completed by 1<sup>st</sup> February 2022 and the MS Employer Form to be completed by Easter Break.

### **Q. How should the student go about trying to find a placement?**

A. Personal contact is always a very good way to secure a placement. Students should undertake independent research on organisations in the sector they are interested in working in. Students are encouraged to contact potential companies to ask who their application should be directed to. Once they have a contact or department they should email the person, using their name where possible, attaching a CV or by speaking to them on the phone. Alternatively, students who are unable to find a placement after searching should speak to Mrs Hole who may be able to offer contact details of the employers that have previously offered placements to Wallington Girls students.

### **Q. What if I cannot find work experience in an area I am keen to explore?**

A. Work experience enables students to build on key employability skills. If students can't find work experience in a career area that really interests them, they should look at the skills they need in their ideal job and then find a placement in another career area that may be easier to find work experience in, and that will allow them to build the same key skills.

### **Q. What type of work experience should students apply for if they want to study Medicine, Veterinary or Dentistry?**

A. Medical, Veterinary & Dental students are encouraged to find work experience that helps them evidence 'getting their hands dirty' and interacting with service users, such as working with special needs children in a school or voluntary setting, food bank, riding for the disabled, or anywhere they are working with people with extra needs. Obviously, shadowing in a hospital or with a GP is also excellent work experience, but this should not be their only work experience as it does not show they have worked with people.

### **Q. Can work experience be virtual?**

A. We would prefer students to undertake work experience in person, in the workplace. If this is not possible then virtual work experience will be considered by the school. However, this would still need to be confirmed with the employer.

**Q. Can students go to an employee's house if they are working from home?**

A. Students are not able to go to private houses to carry out their work experience.

**Q. What if the student does not have a CV?**

A. During the Spring term, all students will have the opportunity to attend an optional lunch time CV workshops. During this time students will be given the tools to enable them to write their own CV.

**Q. What should the student do when they find a placement?**

A. They should obtain a copy of the 'Employer Letter', 'Employer Risk Assessment' MS Forms link and 'Letter of Understanding' and send these to the employer. They should ask the employer to complete the 'Employer Risk Assessment' via MS Forms, agreeing to the terms of the placement.

**Q. What happens after the placement is logged via MS Forms by the employer?**

A. Once the placement has been logged; the student will be informed.

**Q. Does the school visit the placements to carry out a health and safety check?**

A. The Department for Education and the Health and Safety Executive guidelines advise that we do not visit employers to carry out a risk assessment. Instead, we assess placements following desk top assessment procedures.

**Q. How do you assess a company for work experience?**

A. Before confirming the placement we ask employers to confirm they have employer liability insurance in place, a written health and safety policy and that they have assessed the risk to workers under the age of 18. We also ask employers to provide details of the type of work the student will be doing whilst with them.

**Q. What if the student agrees a placement with an employer who does not have employer liability insurance?**

A. Some smaller companies or those employing only relatives may not have employer liability insurance. In this instance the company would not meet the necessary standards that we set for work experience and we would not authorise the placement.

**Q. Can the student still do work experience with an employer that does not meet the school's standards for work experience?**

A. As part of our duty of care we would advise both you, the student and the employer by email if a placement did not meet the necessary standards and therefore was excluded from our work experience programme. Students would not be given permission to attend a placement that did not meet the necessary standards.

**Q. Are there any limitations on the distance of placements?**

A. As we are not required to visit employers there are no limitations on distance for UK placements.

**Q. Can the student undertake work experience with a company outside of the UK?**

A. Due to varying health and safety laws outside of the UK only placements within the UK will be authorised.

**Q. What happens when a placement has been checked by the school and meets all of the requirements?**

A. Once we have the MS Forms Risk Assessment from the employer and have satisfied ourselves that they meet the health and safety standards, the placement will be confirmed with the student and employer.

**Q. How will the school help prepare students for their work experience placement?**

A. Before the start of the placement students are briefed on how to get the most out of their work experience and also how to ensure they keep themselves safe whilst on placement.

**Q. Does the school inform the students work experience employer if they have a medical condition?**

A. Parents and students are asked to inform the employer of any medical conditions. Due to confidentiality the school does not pass on any medical information that it holds on students.

**Q. What information do parents/carers receive before the student starts their placement?**

A. Before the programme starts, parents/carers are sent details of the placement.

**Q. What information is the student given before they start their placement?**

A. In the Summer Term, the student will be emailed information on the work experience placement. This will include details of the placement, an employability skills log and a letter for the employer.

**Q. Is there a work experience debrief?**

A. Each employer is sent a debrief form and asked to carry out a student debrief at the end of the placement. In the work experience pack students are given a copy of the debrief form to log any employability skills learnt during the placement and this is can be referred to during the debrief with the employer.

**Q. Do students get a reference from their host employer?**

A. At the bottom of the debrief form there is a space for a reference. This is completed during the student/employer debrief and is then sent back to the school and can be referred to when completing UCAS etc. Students are also encouraged to ask their employer for a personal reference on headed paper.

**Q. Where can we obtain the work experience paperwork?**

A. A copy of all the paperwork for work experience can be found on the [Careers Online Noticeboard](#) and on the Careers Section of the school web site.