

Northampton School



Y10 Work Experience

Information Guide for
Parents

Introduction

At Northampton School we have a planned programme of Careers Education and Guidance at each Key Stage and as your child moves into Y10 they will undertake a work experience placement during Personal Development (PD) Week which will always be the penultimate week of Term 1. They will be on placement every day of the week, including when other year groups are off for the Teachers' Training Day.

In this guide you will find information about why we do work experience, how you can help your child find and choose a placement, what Northampton School expects of students whilst on placement and what the key deadlines will be between now and PD week.

Why do we do a work experience placement?

Young people nowadays can be some of the most disadvantaged in the labour market because they lack the experience and exposure to job-specific skills that most employers require of them. In the last few years there has been a notable shift in attitudes towards work experience, both from the business community and at Government level.

Work experience is without doubt something that employers value and can often be of more value to businesses than specific qualifications. 15% of jobs advertised in Northamptonshire list basic skills and attitude/behaviour as main priorities for successful applicants; furthermore 18% of businesses highlight that communication and time management skills are essential for interested candidates. Business cannot expect applicants to possess these skills if we do not create worthwhile opportunities to expose our young people to the world of work.

Employer perceptions of young people have transformed over the last generation following marked changes in the job market; with the concept of a 'traditional' job changing, technological advances leading to industries disappearing and the ever increasing cost of Higher Education the labour market is constantly evolving and there is a duty of care for businesses and schools to help young people make more informed careers decisions. Work experience is a fantastic way in which to do this.

A work experience placement is crucial to the successful development of your child's Employability Skills and will compliment the curriculum that we study in PD lessons and PSHE. It is a fantastic opportunity to spend a week with an employer and can help students decide what they might do in the future. Lots of students can think that a work placement is about having a week out of school or simply testing a job they fancy doing in the future, but it is about so much more than that. It helps students to develop real skills that will allow them to be successful in today's competitive and fast-paced world of work. Some of the benefits of a work placement are listed below:

- Develop communication and time keeping skills
- Increase in confidence and independence
- Gain a real insight into the world of work
- Develop employability skills
- Gain a true sense of achievement
- Know and understand better what job you want to do in the future (and what qualifications you need from School to be able to do this)
- Meet new people
- Understand the importance of schoolwork
- Could lead to a part-time job (28% of people of students on work experience placements are offered part-time roles following their placement – *Centre for Economic and Social Inclusion 2014*)

What to choose

It has been made clear to students that it is their responsibility to source and secure a work placement; the Government has now made it compulsory for all students under 16 to do one placement before they leave Y11 and so there will be thousands of other young people in our local area applying for work placements. The sooner your son can start the search and confirm a placement, the better.

To date, students have received an information assembly and a student's work experience pack which includes a 'how to' guide, a checklist of core activities, key dates for paperwork deadlines and an overview of the support available in school. You will find, below, a list of ideas of providers to consider approaching for a work placement (students have also received this list). It has been compiled to help those who are more unsure about what they want to do in the future and is linked to subjects they enjoy at school.

Work Placement Ideas:

- **Art:** museums, galleries, art magazine, auction house, charity, community centre/initiative, fashion organisation, photography company
- **Drama:** school, local theatre, theatre companies, theatre schools, fashion organisation
- **DT:** manufacturing company, construction firm, energy companies, engineering consultancy firm, graphic design company
- **Finance:** bank, accountancy firm, consultancy firm, finance department of a large company
- **English:** newspaper, magazine, publishing company, library, schools
- **Geography:** council, environmental agencies, transport company, estate agent
- **History:** schools, library, museum, conservation and heritage management company
- **Languages:** schools, travel company, foreign language institutions/teaching schools, translation company
- **Law:** lawyer/solicitors firm, legal advice companies, charity, the police, legal department of a large company
- **Maths:** accountancy firm, software developer, banks, engineering company, construction firm, finance department of a large business
- **Music:** school, theatre, music schools, recording studios
- **Politics:** local council, charity, newspaper/magazine, marketing and PR company
- **Science:** schools, scientific research/development company, vet, pharmacy, GP surgery, hospital
- **Sport:** fitness centres, schools, sports marketing/event management companies, professional sports teams, sports charities, sports clubs, community centres/initiatives, physiotherapy clinics (private or NHS)

How to find and apply for a Work experience placement

Students will probably need to approach multiple companies in order to secure a work experience placement and we have suggested they follow a few key steps:

1. Decide on an industry or type of company they want to work for
2. Conduct internet research to find local companies
3. Make contact via phone and/or email

For more detailed information on each step, please consult your child's guide.

One thing we have made clear to students is that in years gone by, people have applied for work placements by posting a lot of letters – in the modern world of work this is a wasted effort. Most companies will not reply to letters so it's much better to get in touch via phone or email.

We have also given students information about making follow up contact with a company once they have confirmed a work placement:

- Students **must** have their work placement confirmed in writing and the name of their main point of contact within the organisation (this must then be passed to their Form Tutor)
- Students **must** get their Employer Agreement Form and Insurance Form filled out by the company and returned to school before they start the placement

Some companies will request a face-to-face meeting, before they agree to offer a work placement. If this is the case, the school must be informed before the meeting takes place and so that this can be authorised. Even if the company does not request a face-to-face meeting, we think it is beneficial to ask for one anyway to try and alleviate first day nerves.

The way students conduct themselves during their search for a placement, and whilst on placement, has been made explicitly clear to them. Students can still be sanctioned should their conduct not meet the standard that we expect in school.

Key information for parents

Being out of school on a work experience placement can be an exciting and/or scary time not only for the young person, but also for their parent/guardian. Below is a list of a few key things we would like to highlight to you:

- **Behaviour:** your child's behaviour whilst on work placement must be impeccable; we expect them to behave exactly as if they were in school - be polite at all times, be a good listener, and remember the school's core standards of being: *Considerate, Courteous, Co-operative, Friendly, Hardworking, Honest, Trusting, Generous of spirit.*
 - **Mobile phones:** we appreciate your child might need their phone to arrange transport or other personal admin but other than that they should not have any need for it during their work placement. We have instructed students that their phones should remain away and switched off at all times.
 - **Social media:** we have given very clear instructions about safe and professional use of social media whilst on placement and have instructed them that it is highly advisable not to post anything about the company on-line. We would encourage parents/guardians to do the same and not make any public comments about a placement. If there are concerns then please approach the school immediately.
 - **Safety:** the company that offers your child a work placement has a duty to make sure they are safe during their time with them, and they are legally bound to go through Health and Safety procedures with them on arrival. We, as a school, also have a duty of care to make sure your child is safe on placement and so you must let us know if they do not feel safe or if anything makes them feel uncomfortable during their work experience.
 - **Working with young children:** if your child arranges a work placement in a primary school or nursery they will have a specific meeting with Mrs Barnett-Vincent before going to remind them about behaviour with young children.
 - **Transport:** it is crucial that your child plans their transport to get to and from their placement before starting. We have encouraged them to do a trial run of their chosen route, whether that be using public transport or being driven in a car. Please be aware that Northampton School will not pay for any transport costs.
 - **Sickness:** if your child is unwell during their work placement, they must phone the company and school as soon as possible.
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Paperwork/Deadlines

Before students start their work experience placement there are a few pieces of paperwork that need to be signed and returned to school:

- Parental Agreement Form
- Placement Provider Agreement Form
- Insurance Form (needs to be filled out by the placement provider)

When students come back from their placement, they will need to bring the following with them:

- Work Experience Employer Feedback Form

Support from Northampton School

Northampton School will be available to support students at any point during their placement. It is imperative that you contact the school should you require support at any time. Key contact information is below:

Assistant Headteacher (PD): Mrs Barnett-Vincent – 01604 815815 – ebarnettvincent@nsbtrust.school

Careers Adviser (Wednesday only): Mrs Hinton – 01604 815815 – nhinton@nsbtrust.school

Work experience administrator: to be appointed – 01604 815815 –

As part of our work experience placement scheme, some member of NS staff will carry out visits to certain employers or students during the placement. These visits are designed for the school to Quality Assure the scheme as a whole. It may well be that students with specific needs will be monitored more closely by the school and will be visited during the placement to ensure they are progressing successfully.

Northampton School

part of The NSB Trust



Y10 Work Experience

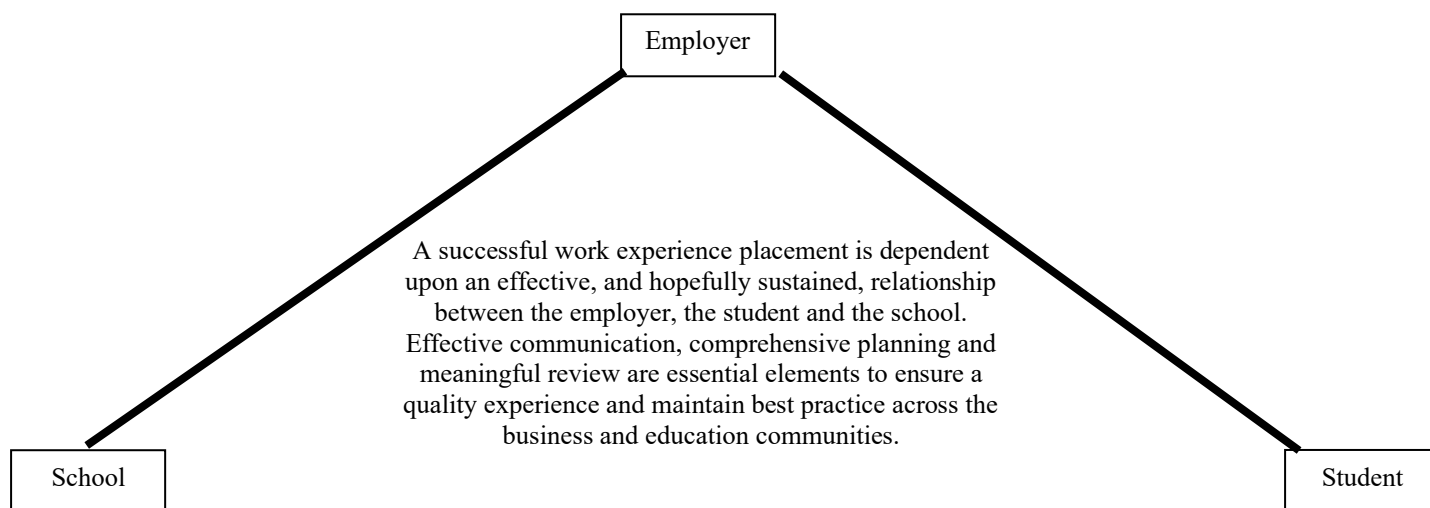
Information Guide for Employers

Introduction

This guide has been developed by Northampton School to help you plan and deliver quality work experience for students in your company. The purpose of this guide is to ensure both you and the student(s) get the most out of the work experience placement and that it is a positive experience for all involved.

This guide includes key information about:

- why your business benefits from a work experience placement
- what you need to know before welcoming a student under 16 into your business
- suggestions of how to structure the placement/activities that students can be expected to get involved with
- support available from Northampton School and copies of relevant documentation



How does your business benefit?

Young people nowadays can be some of the most disadvantaged in the labour market because they lack the experience and exposure to job-specific skills that most employers require of them. In the last few years there has been a notable shift in attitudes towards work experience, both from the business community and at Government level. The Gatsby Benchmarks are a framework of 8 guidelines that define what the best careers provision looks like for schools and now form part of the statutory guidance from the Department for Education (October 2018). The ability of a school to achieve these 8 benchmarks is dependent upon collaboration with local businesses, who can in turn offer students exposure to work place environments.

Work experience is without doubt something that can often have as much business value as specific qualifications. 15% of jobs advertised in Northamptonshire list basic skills and attitude/behaviour as main priorities for successful applicants; furthermore 18% of businesses highlight that communication and time management skills are essential for interested candidates. Business cannot expect applicants to possess these skills if we do not create worthwhile opportunities to expose our young people to the world of work.

Employer perceptions of young people have transformed over the last generation following marked changes in the job market; with the concept of a 'traditional' job changing, technological advances leading to industries disappearing and the ever increasing cost of Higher Education the labour market is constantly evolving and there is a duty of care for businesses and schools to help young people make more informed careers decisions. Work experience is a fantastic way in which to do this.

Work experience is without doubt a mutually beneficial undertaking for all involved: young people gain access to the world of work, employers get the skills they need and this in turn helps to avoid high levels of youth unemployment. (Education and Employers Taskforce, 2012).

You can also apply for the Youth Friendly Employer Award which allows you to be part of a large network of other UK businesses invested in youth employment, alongside access to advice, support and guidance on how to recruit and retain a young workforce.

More information can be found here:

<https://www.youthemployment.org.uk/youth-employment-experts/>

What you need to know

1. Safeguarding of students
2. Insurance
3. Health and Safety

1. Safeguarding

Northampton School has a duty to ensure the safeguarding of students who undertake work experience placements. When organising work experience, we will ensure that policies and procedures are in place to protect children from harm. We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Further information about DBS checks for work experience providers and students undertaking a placement can be found on the Criminal Record and Barring Service website.

Should you have a concern about a child during their work experience placement you should refer to the Designated Safeguarding Lead, Mr Farid Charidine, or to the Assistant Headteacher, Mrs Barnett-Vincent on 01604 815815.

2. Insurance

Any business that provides a work experience placement for a student from Northampton School must have liability insurance to cover the young person during their placement. Students on placement should now be covered by the employer's existing liability insurance policy, so long as your insurance provider is a member of the Association of British Insurers. Find out more at: abi.org.uk

Northampton School will require confirmation of your insurance details.

3. Health and Safety

Health and Safety guidelines for work experience placements have been reviewed in recent years by the Health and Safety Executive to ensure the process is less cumbersome for you as the employer. As the employer you have primary responsibility for the student on placement and as such you should treat them no differently to any other employee. There are very few activities that a student on placement cannot do (unless they carry significant risk/specific training) and you can use your existing policies related to Health and Safety and Risk Assessment.

If you have not welcomed a student into your business previously, or if the student presents with particular needs, then you must review your risk assessment before the placement starts.

You can read more detail on the Health and Safety Executive Website:

[Young people at work: Work experience - HSE](#)

Work experience placements

1. Duration
2. Student Selection Process
3. Identifying Activities
4. Induction
5. Work Shadowing/Mentoring
6. Placement reflection

1. Duration

Placements for Year 10 students at Northampton School last 5 days and form part of our annual Work experience and Personal Development Week every October.

It is possible that a business will invite a student back during school holidays to continue their work-related learning, or indeed some students have been offered part-time work to continue developing their skill set. There is of course no expectation of that from any business involved in our work experience scheme, however, it is something to consider as an additional benefit to your organisation.

2. Student Selection Process

Some employers are keen to conduct an interview before offering a work experience placement; this not only helps the business to determine the suitability of a student but also gives the student insight into a more realistic job application process and further enhances the value of work experience as a whole.

Northampton School places the onus on the student (and their families) to seek and secure a work experience placement, however, the school is always available should you need further information on a particular student before offering them a placement within your business.

It might be that you welcome a student with specific needs to your business and you should carefully consider these needs before offering the placement. You can of course liaise directly with parents, or the school should you require clarification on any adaptations required for such individuals.

3. Identifying Activities

It is advisable that you identify the activities a student can undertake in advance of them beginning their placement. Students can get involved in any manner of activities and it may be beneficial for you to consider a mixture of activities where students can be more independent, and thus requiring less supervision, alongside tasks where they can be involved more with specific projects relating to the business.

Activities for students that can require less supervision may include general housekeeping, admin or general duties specific to your company. Having been supervised to carry out these tasks, you may be able to leave the student to undertake them on a daily basis on their own and monitor whether they are able to continue doing so under their own initiative.

If you consider any activities that carry an element of risk, you must ensure safety is maintained throughout. We encourage you to ensure that the student is aware of the safety plan, where to find safety equipment and who is qualified to carry out first aid should they require it. Please speak to students before they engage in any such activity so that they have clear guidelines about behaviour and what to do in the case of an emergency.

4. Induction

Induction is a critical part of any successful work experience placement, helping the student to integrate into the business quickly and start learning about working life. Some ideas of points to cover in an induction are:

- **Introduction** to yourself and the organisation, as well as any other specific work-based mentors the students will have whilst on placement. Here you can also outline expectations you have of the student during their time with the business and what their goals are for the placement, as well going through any specific policies relating to use of mobile phones etc.

- **Tour** of the facilities including where to find toilets, fire exits (as well as evacuation procedures and meeting points), food/eating areas, first aid and their mentors. You should also go through any relevant health and safety information at this point (a legal requirement).
- **Plan** of the placement; here you should provide the student with a schedule of their activities during their time with you which clearly outlines what they will be doing each day, where, with who and for how long. It would be useful to include information about their rest breaks in this timetable.

5. **Work Shadowing/Mentoring**

Work Shadowing is a really effective way for students to gain tangible insight into the day to day running of a business during a work experience placement. It involves a student 'shadowing' an employee going about their routine activities and gives the student greater awareness and understanding of an occupational setting. It is important that any work shadowing does not cause unnecessary disruption to the employee but must also engage the student in a stimulating way.

Meetings and training sessions can also form a motivating element of work shadowing, however, there will be instances where it is not appropriate for the student to be in attendance. In such circumstances it would be beneficial to explain to the student why they cannot attend and task them with other useful activities that will add to their skill set and their understanding of the world of work.

If, for whatever reason, the member of staff who is to be 'shadowed' or the person appointed as 'Mentor' is absent from work, you must identify an alternative employee to oversee the student and ensure the work experience placement is managed and remains a positive experience. Any changes to the plan for the student's placement should be communicated to them at the earliest possible opportunity.

6. **Placement Reflection**

We would ask that before students return to school that dedicated time is given over to them to reflect on their time with your business. It is equally important for them to meet with you to review and evaluate progress and overall performance. This reflective meeting can provide a focal point for both the student and the employer to help maintain a quality level of experience for all involved. The Work Experience Employer Feedback form can be used as a starting point for this process of reflection and review.

Support from Northampton School

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