

**Easingwold  
School & Sixth  
Form Guide to  
Work  
Experience**

**14th – 20th July 2017**

# Contents

**Page 3 Introduction**

**Page 4 Work Experience Timeline**

**Page 5 Completing the GREEN FORM**

**Page 6 Searching for Work Experience Placements**

**Page 7 Preparing for Work Experience**

**Page 8 FAQs**

**Page 9 Contact Us**

## Introduction

Students will have the opportunity to spend one week on a work placement in the Summer Term of Year 10. The dates allocated this academic year are 14th – 20th July 2017.

Whilst the school facilitates this opportunity **it is the job of parents/carers and students to secure the work placement.** This guide has been devised to help students and parents to find a work placement.

Students will have an introductory assembly and bring home paperwork, including a **GREEN FORM**, in October. The GREEN FORM needs to be completed and returned to Mrs Elsworth in the Main Office at school by **Monday 6<sup>th</sup> February 2017** (although earlier forms are much welcomed.)

Finding a work experience placement is very similar to the process students will use to find jobs when they leave school/college. It is, therefore, a valuable opportunity to experience the process and develop their job seeking skills. Competition for places will be strong so students will need to be proactive in completing each of the stages promptly.

## Work Experience Timeline

Step 1	September / October 2016	<ul style="list-style-type: none"> <li>• Year 10 Assembly to introduce Work Experience</li> <li>• Work Experience consent forms issued to students- GREEN FORM- alongside parent's letter and guide to finding a placement.</li> <li>• Parent's Work Experience Consultation Evening – Thursday 20<sup>th</sup> Oct 6-6.45pm.</li> </ul>
Step 2	November 2016 to January 2017	<ul style="list-style-type: none"> <li>• Final opportunity to ask questions about work experience at our Careers Convention on Thursday 24<sup>th</sup> November 6.30pm.</li> <li>• Students and parents search for a placement using the NYBEP database or through personal contacts.</li> <li>• The GREEN FORM must be filled out and signed by student, parent/carer and employer.</li> </ul>
Step 3	November 2016 To February 2017	<ul style="list-style-type: none"> <li>• <b>Deadline Monday 6th February 2017</b> All <b>GREEN FORMS</b> must be returned to school, fully signed. After this date students will not be able to go out on work experience. Earlier forms welcome. (Please take a copy for yourself)</li> </ul>
Step 4	June 2017	<ul style="list-style-type: none"> <li>• Preparation for Work Experience including Health &amp; Safety at Work.</li> <li>• Learner Journals handed out.</li> </ul>
Step 5	14 <sup>th</sup> – 20 <sup>th</sup> July 2017  Friday 21 <sup>st</sup> July 2017	<ul style="list-style-type: none"> <li>• Students go out on Work Experience</li> <li>• Student back in school for Work Experience debrief.</li> </ul>

## Completing the GREEN FORM

Please spend some time completing the GREEN FORM as it needs to be completed fully in order for students to go out on placement.

The GREEN FORM requires 3 signatures:-

1. Signature of the **STUDENT** – demonstrates the students' willingness to participate;
2. Signature of the **EMPLOYER** – this signature demonstrates that the employer has agreed to take the student for work experience.

Please also make sure that the employer notes down all the relevant information on your form, i.e. Job Description, Hours of Work, Clothing required as this is information for you later.

3. Signature of the **PARENT or CARER** – an important signature giving a responsible adult's authorisation for a minor to take part.

Please could parents/carers also fill out the HEALTH/OTHER RELEVANT INFORMATION section on the first part of the form.

Please take a copy of the GREEN FORM for yourself before it being handed to Mrs Elsworth in the Main School Office by Monday 6th February 2017.

Please note:

School is not responsible for the Health & Safety Inspections. These are carried out by an independent company on our behalf. They have very strict deadlines that must be adhered to, otherwise financial penalties apply. Therefore it is imperative that all students comply with the deadlines we have set. Failure to do so may result in your child not going out on work experience.

# Searching for Work Experience Placements

There are two ways for students to secure a work placement:

1. We provide students and parents with access to the NYBEP database which contains a great number of work experience opportunities.

The website is: <http://nybep.work-experience.co.uk>

Username: EasingwoldStudent17

Password:EasingwoldStudent17

A separate on-line guide explains how to search for placements. See Searching for placements using the NYBEP database on the website.

2. Students can secure their own placement through friends, family or other contacts.

**The same form - GREEN FORM - must be filled in whichever way a placement is secured.**

\*\*Please make sure that the employer notes down all the relevant information on your form, i.e. Job Description, Hours of Work, and Clothing required as this is information for you later.

## Preparing for Work Experience

In the run up to work experience the students will receive a Health & Safety Briefing and other advice to prepare them for the placement.

Many students are apprehensive about their first day on work experience. Please reassure them that they will be fine and will have a good experience. Most employers have taken students before and are prepared for them. Any initial shyness soon disappears.

### How do I get there?

Students must travel to their work experience themselves or with the help of parents/cares as they would if they were going to work. Some students may wish to try this out before their work experience begins to check that they are certain of the route, bus timetables etc.

### What should I wear?

This will depend on the type of work they will be doing. If they will be based in an office smart clothes are appropriate. If in a children's nursery they have to bear in mind they may come home with paint, glue and sand on their clothing. If in doubt they should contact the employer to check. Some employers may require them to provide some items of personal protective clothing (PPE), in the past this has most commonly been steel toe capped safety boots. The employer should let the student know what is required.

### What time do I start / finish?

The employer writes the start and finish times on the Green Form. A copy of the Green Form will be sent home for your reference the week before work experience begins. If you do not have this information please ring the employer to confirm.

## FAQs

### I have found a placement outside of North Yorkshire - can I go?

We have had students go to a whole host of placements out of County and are happy to continue to do so. However, we cannot be responsible for ensuring that the relevant the health and safety checks are in place. If you are happy to take responsibility for your child attending the chosen placement we ask that you complete a Disclaimer Form (available on the Work Experience homepage of the school website) and hand it back to Mrs Elsworth in the main school office. Without this form we cannot permit a student to go out of area.

### I have changed my mind about what I want to do – can I change my placement?

School will not usually change a placement once it has been arranged. This is because a large amount of time is spent arranging the placement, health & safety checks and other paperwork. If there are genuine reasons to request a change please put the request in writing to [workexperience@easingwold.n-yorks.sch.uk](mailto:workexperience@easingwold.n-yorks.sch.uk). Please note that we cannot authorise a change of placement after **Friday 24<sup>th</sup> March 2017**.

### I would like to do some different dates to those allocated by the school for work experience?

Requests to undertake a work experience placement outside the allocated dates are dealt with on an individual basis. Please email [workexperience@easingwold.n-yorks.sch.uk](mailto:workexperience@easingwold.n-yorks.sch.uk) with your request. Please note that if a student wishes to undertake a work experience placement outside of term time they do not need our permission. However, it is good for us to know so that it will show on their school record.

### My child is ill and cannot attend work experience.

Work experience is just like attending a job. If the student is too ill to attend please telephone the employer and let them know. You also need to let school know in the usual way.

### My child is not happy at their placement – what should I do?

Occasionally students do find it hard to settle at first. The first person to contact should be the employer, often it is little things that either party are unaware of and a simple phone call can make all the difference. If this does not help please contact the school and we will try to help.



## **Contact Us**

**I hope this booklet has been of some help to you.**

**Should you have any queries you can contact us on:**

**[workexperience@easingwold.n-yorks.sch.uk](mailto:workexperience@easingwold.n-yorks.sch.uk)**