



N O R T H G A T E

High School

Work Experience Guide
For Students and Parents/Carers 2020

The Work Experience Programme has been developed over a number of years, and the procedure is set out below, along with some useful information to help you gain as much from the experience as possible.

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The Education Act (1996) defines work experience as
“A placement on an employer’s premises in which a learner carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with an emphasis on the learning aspects of the experience”.

1. What is Work Experience?

Work experience is an opportunity for you to experience working in an adult environment, with its different disciplines, routines, procedures, technology and social structures, whilst you are still at school.

It will provide you with the skills and experience necessary to stand out to potential employers, as well as helping you choose the right sector to work in. It is a chance to try things out to see if they suit you and you can find out what a company is actually like to work for, or what doing a certain job is like, before doing it for real.

You will learn and use a range of transferable skills, personal qualities and competencies that will contribute towards your future employability. You will also gain knowledge to enhance your job applications and interviews, as you will be able to talk more confidently and ask questions that resonate with a potential employer. You can see first-hand what employers and universities look for and how the subjects you study in school link to particular jobs.

2. Placement Duration

The placement will run for five school days. The dates are **not** flexible: -

One week only - **Monday 13th July to Friday 17th July 2020**

Placements should cover the full duration of the work experience period. If a placement does not cover the full duration, an additional placement will need to be found for any remaining days.

If an additional placement genuinely cannot be found, you will be expected to come into school as normal to catch up on work or help around school as necessary.

3. The Work Experience Administrator

Northgate has a dedicated part time Work Experience Administrator who, along with the Careers Department, is responsible for delivering the Work Experience programme.

The Work Experience Administrator can help you with application forms, interviews, placement suggestions and any questions you may have. The Work Experience Administrator will support you through the process and make the necessary checks to ensure the placement is suitable.

The Work Experience Administrator can be found in A23 within the Careers Suite. Queries, questions or appointment requests may be emailed to workexperience@northgate.suffolk.sch.uk or alternatively telephone 01473 210123, ext. 217. As the Work Experience Administrator is part-time, any messages or emails left will be returned as soon as possible.

4. Who Will Organise My Work Experience?

As quality placements are increasingly difficult to obtain, you are encouraged to use your initiative and take responsibility in finding your own work experience. You will need to spend some time researching, preparing and applying for your placement at home. It is vital that you start approaching employers as soon as possible as competition for places can be high, especially as other schools also offer work experience during July. (See Sections 14, 15 & 16 for more information).

If you are unable to secure your own placement, you will have access to a job board where you can apply for placements that the Work Administrator has secured. (See Sections 17, 18 & 19 for more information).

You will be fully briefed and prepared via assemblies and career lessons before embarking on your experience.

5. Working Times, Location and Conditions

Although young people under the age of 16 cannot be “employed” during the school day under normal circumstances, this does NOT apply to work experience.

Work placements to support pre-16 learning must be compliant with the EU Working Time Directive, therefore you cannot be asked to work excessively long or unnecessarily unsocial hours. Placements should be a minimum of thirty hours a week to give you the best experience of a working environment.

You will be expected to follow the normal working day of the company you are employed by. Start/finish times do not need to be restricted to school hours but must be agreed beforehand by all parties. You may work up to 8 hours a day between 6am and 10pm, to a maximum of 40 hours, over five consecutive days out of seven. Placements should be a minimum of thirty hours to give you the best experience of a working environment.

You can work a Saturday and/or Sunday, but you must have days off during the week to compensate.

If you have a weekend job you may need to take some time off from it during work experience, otherwise you could be working excessive hours. The hours will need to be aggregated to the maximum 40 hours in any one week, with the work experience hours prioritised as part of your compulsory education.

Your parent/carer will need to give you permission to leave the employer’s premises during lunch or break periods. This is on the parental consent form they will need to sign before you can take part in work experience. If you do leave the premises, the employer cannot be held responsible for any incidents that may occur offsite. Lunch and break times will be discussed and agreed during the process of arranging your placement.

You are responsible for making your own travel arrangements during work experience and this needs to be taken into consideration when you are applying for a placement. Think about how long it will take you to travel to and from the workplace and how much it might cost. The school and/or employer will not pay travelling expenses for you to get to the placement. Can you get a lift, or will you use public transport?

You may also need to consider the length of the working day if a lot of travelling time is involved. Is there a relative or friend living nearby that may be able to offer you accommodation? You will need to provide details of this person to the Work Experience Administrator before the start of the work experience.

Placements MAY be outside of Suffolk and outside of the UK, on the condition that the appropriate paperwork is in place. The Work Experience Administrator will take all reasonable measures to check risk assessments, health and safety, tasks and safeguarding are in line with UK regulations.

If a placement is arranged in a school holiday, this is not classified as 'school time' Work Experience. Instead, it is regarded as a 'private arrangement' and is your parent/carer's responsibility to ensure that health and safety issues, such as Employer Liability Insurance, are in place. The school will not be involved in these instances.

You are not entitled to receive payment whilst on a work placement, as it is part of your education. However, your employer may wish to contribute to certain expenses such as travel, meals or by extending the benefits of any employee welfare scheme to you whilst you are on work experience, this is acceptable and entirely at their discretion.

6. Attendance

You are expected to maintain a good attendance record whilst on work experience and should arrive at your placement on time, each day, looking clean, tidy and ready to work hard. It is a vital part of your compulsory education and as such it is not acceptable to arrange a holiday or non-urgent appointment during this period. You must work the hours you have agreed, unless you have a valid reason to leave early such as an emergency medical appointment, where you are permitted to attend.

All absences must be reported, so if you are going to be late, are ill or attending an emergency medical appointment, you must notify the employer and the Work Experience Administrator immediately. Please continue to ring the employer and school on each day of absence.

Absences will be recorded in line with the school attendance procedures. Unauthorised absences totalling 10 sessions (5 days) or more will be referred to the Local Authority for a Penalty Notice Fine. *More information about Local Authority Penalty Notice Fines can be found on the Suffolk County Council website at www.suffolk.gov.uk*

If, for any reason other than illness, you are unable to return to your placement, you will be required to come into school for the remaining duration of work experience.

Your employer may wish to send you home earlier than the agreed hours, they are entitled to do this at their discretion; we do however ask that they contact the Work Experience Administrator and your parent/carer to let them know.

7. Health and Safety

Under health and safety law, employers have the primary responsibility for health and safety whilst you are on work experience and as such you will be covered under their Employers Liability Insurance (ELI) and Public Liability Insurance, as are other employees. *We regret that we are unable to take up offers of work experience from organisations without such cover.*

The Work Experience Administrator will request confirmation of insurance and risk assessment details from the employer once a completed Employer Placement Form has been received. If the details cannot be confirmed by the start of the placement, the placement will be refused, and an alternative placement will need to be found immediately. This includes placements with parent/carers and family.

Employers' existing risk assessments may already cover risks that you may be exposed to. However, if they have never had a student on work experience, or a student with additional needs or employed someone under 18, they will need to review their risk assessment and modify where necessary, to take account of any risks that may arise as a result of your age, lack of maturity, medical/health conditions or inexperience. The Work Experience Administrator will need to be satisfied that the employer has carried out a suitable risk assessment before you can go on the placement.

There are ELI exemptions for certain family businesses. For instance, ELI is not required if you are closely related to the employer, i.e. if your employer is your father, mother, grandfather, grandmother, stepfather, stepmother,

brother, sister, half-brother or half-sister. However, this exemption does not apply to family businesses which are incorporated as limited companies.

If an employer does not have existing ELI (for example a sole trader) and you are not a member of their family, the employer must take out ELI for the full duration of work experience in order to be adequately covered. The employer may request parent/carers to cover the cost of this. A Public Liability policy is not adequate coverage and will not cover you whilst you are at work.

The Work Experience Administrator will check with the employer to ensure company vehicles have 'Business Use' insurance cover, where you are to accompany them on outside visits to customers and suppliers etc.

You will be provided with some health and safety guidance before you start your placement and you should take the time to read through this before starting your placement!

8. Safeguarding

During work experience, your employer will be responsible for your welfare and will be aware of child protection and safeguarding issues. They should have a Designated Safeguarding Lead that you can talk to, to raise any issues or concerns you may have. They will inform you of this person's details, during your induction.

If you are unable to speak to the employer's Designated Safeguarding Lead, you may call the school safeguarding team: - Mr Tunaley, who is our Designated Safeguarding Lead, on 01473 210123.

You will be briefed before you attend your placement, on the issues of child protection and encouraged to report appropriately any concerns encountered in the workplace.

9. Students with Additional Needs

The Work Experience Administrator will liaise with school departments, including Learning Support (for those with special educational needs and/or English as an additional language) and pastoral teams, to ensure that no student is treated any less favourably than any other student during the work experience process.

All students will be encouraged to actively take part in work experience, whilst considering their special requirements and needs. The school will support and assist those that need additional help wherever it is possible, or resources allow.

10. Behaviour and Conduct

Whilst on work experience you are a representative of Northgate High School and as such, we expect the highest standards of punctuality, attendance, good manners, appearance, behaviour and reliability.

You are always expected to observe and adhere to the codes of conduct in the workplace and to follow the instructions of the staff; you must listen carefully and ask questions if you don't understand.

You may see or hear personal, sensitive or confidential information during the course of your placement; you will be trusted not to share it with anyone else without the employer's permission.

Mobile phones must be switched **off** during working hours and comments or pictures about work experience MUST NOT be posted any on social media sites.

You must comply with all safety, security and other regulations set by the employer and take reasonable care of the health, safety and welfare of yourself and others.

Students that have been excluded from school will be excluded from all education-related activities, including work experience. However, it may be identified that work experience would provide a means of re-engagement. If this is the case, the Work Experience Administrator will liaise with appropriate Education Welfare Officers, so that provision can be made for ongoing support and monitoring.

11. Planning your Placement – It is never too early to start.

To get the most out of your work experience, you should plan and consider what you would like to do as soon as possible. Discussions at home can be helpful at this point.

Write a list of places that you might like to work at. What sort of careers are you currently considering? Do you want to try a job that interests you or one that is completely new? What sort of environment would you like to work in? What are your favourite subjects at school or hobbies and interests? What do you like and dislike? What are your strengths and weaknesses? What is important to you in a job, for example working with people, animals, computers or the money you would earn?

Use the internet to research companies that you are interested in or look through local business directories like yell.com or thomsonlocal. Big companies sometimes have a special section on their website that will tell you how and when to apply for work experience. Smaller companies may need a call or an email to see if they have anything to offer. Look up the top 100 companies to work for in the UK too.

Be organised and keep all your work experience documentation together so it can be easily referenced at a later date.

12. Finding a Placement

Do your research and be realistic about you can do. You don't have to go somewhere that has done work experience before. It's your choice, so don't be influenced by where your friends are going or what your parent/carer may prefer.

Most employers can only take one or two students at a time and with other schools in the area competing for placements over similar dates, the opportunities will go really fast, especially in popular areas such as sport and leisure, animal welfare and hair and beauty. If you have a specific job in mind, think about the skills you might need for the job instead. For example, if you wish to be a doctor, think about helping in a nursing home.

Don't be afraid to ask family, friends or neighbours if their business or organisation offers work experience, especially if it is in a sector you are interested in. Try not to apply to your previous primary school or small businesses that are run by your family or friends. Whilst there is no reason why you cannot work there, you will need to ask yourself how much benefit do you think you will get from the experience and how much will you learn? Try pushing yourself to do something extraordinary!

13. Applying for Your Own Placement

Before applying for your own placement, you must check the school Employer List; these are companies that have been used by the school in the past. (A copy of the list will be sent to parent/carers). The Work Experience Administrator will contact these employers and if they are able to offer a placement to the school, it will be included on the 'job board' which will be displayed in the spring term. We respectfully request that you do not contact these employers directly regarding work experience. This is so we can be fair to all students and offer them all the opportunity to apply for the placement via the school's own processes. (*See Sections 18 & 19 for more information*).

You may need to contact lots of companies, so persevere and try not to feel downhearted or give up if you get a few rejections or no response. Be positive – it's important to sound enthusiastic, as first impressions count!

IN PERSON - You may choose to approach local businesses or organisations in person. Think about your appearance and never go with friends! Think about what you are going to say before entering the building, be confident and speak clearly. Ask to speak to the person in charge and explain who you are, which school you are from and that you are interested in doing some work experience with them. If they can offer you a placement or are unsure, leave them a copy of the 'Employer Placement Form' to complete and return to school. If they are unable to offer you a placement, be polite and thank them for their time.

TELEPHONE- Be brave and pick up the phone. Practise what you are going to say - ask your parent/carer if they would mind doing a practice phone call. Find a quiet space to make the call and have a pen and paper ready to take notes. When you have finished, put your notes in a safe place for future reference.

<p>Speak clearly. Introduce yourself and say why you are calling: "Hello, my name is from Northgate High School and I am looking for a work experience placement. Could I speak to the person that deals with that please?" (Or ask for the name of the person if you know it).</p>	
<p>When the appropriate person answers, provide further details: "I am a Year 10 student looking for a work experience placement from (<i>give them the dates</i>), I wonder if you might be able to help with this?"</p> <p>Explain why you are interested in the type of work the company is involved in and that you would like to learn more by doing a work experience placement with them. Have some notes ready to help you.</p>	
<p><i>Normally the appropriate person will be able to give you an answer straight away or will ask you to speak to someone else or call back. Make sure the employer knows how to contact you with an answer (leave your name and telephone number or an email address) if they are unable to decide immediately.</i></p>	
<p>If they can offer you a placement: Thank the employer and ask them for their name and full postal address so you can send them a copy of the Employer Placement Form or direct them to the Northgate Website where they can download the Employer Placement Form directly - http://www.northgate.suffolk.sch.uk/learning/preparing-for-the-future/work-experience-2 (See section 15).</p>	<p>If they are unable to offer you a placement: Be polite and thank the employer for their time.</p>

LETTER – Draft a letter of application making sure to say that you are looking for work experience and the dates you would like a placement for. Let them know why you would like to work there, highlight your skills, interests and career plans. Get someone else to proofread your letter for grammatical and spelling mistakes. Enclose a copy of your CV and an ‘Employer Placement Form’ for the employer to fill in and return to the school. Follow up your letter(s) with a telephone call 7-10 days later if you don’t get a response.

EMAIL – You can use a letter as the basis for an e-mail. Find out the name and email address of the person who deals with work experience placements. Try not to send your email to a generic address like info@company.com unless you are told to, as it might go straight in the spam bin. You may wish to attach a copy of your CV and you will need to direct them to the Northgate website where they can download the Employer Placement Form for completion. Get someone to proofread your email for spelling and grammatical errors. Follow up your email with a telephone call 7-10 days later if you don’t get a response.

CURRICULUM VITAE (CV) - Some employers may ask for a CV or you may wish to enclose it with your letter/email as detailed above. You will have written your CV in your careers lessons this academic year, so make sure it is up to date and saved somewhere that you can easily retrieve it from. Remember CVs are important, especially where there is more than one applicant for a position; a CV will be used to help judge who gets the placement!

APPLICATION FORM - fill it in and return it to the company promptly as directed.

14. When an Employer Says YES!

Once you have found a placement, the employer will need to complete an Employer Placement Form confirming who they are, where you will be working, who you will be reporting to, what you will be doing and when you will be doing it. (If you have more than one placement, each placement must have its own completed Employer Placement Form).

You can either send the employer an Employer Placement Form in the post (you will need to get the address and the name of the person for whom you should address it to) or you can direct them to the Northgate website where they can download the form directly - <http://www.northgate.suffolk.sch.uk/learning/preparing-for-the-future/work-experience-2>

The Employer Placement Form must be completed and returned to the Work Experience Administrator as soon as possible so the relevant checks can be carried out. Placements cannot go ahead without this form.

15. What If I Genuinely Cannot Find My Own Placement?

Don't panic! If you are unable to secure your own placement you will have access to a 'Job Board' of placements that the Work Experience Administrator has secured.

The Work Experience Administrator is there to support you, so make an appointment to pop in and have a chat. Email queries, questions or appointment requests to workexperience@northgate.suffolk.sch.uk or pop into A23. Do not leave it to the last minute.

16. Job Board Placements

The Job Board will be displayed in the Careers Suite and the Middle School once it 'goes live' in the spring term – they will both be identical and updated regularly.

Please bear in mind that with the current economic climate and changes to businesses, it is becoming increasingly difficult to secure the same number of placements as in previous years, so school placements are limited in number and variety; this is the reason that you are encouraged to find your own.

We rely upon the local community to help us with the work experience programme and several employers consistently support the school each year by offering placements. The Work Experience Administrator will contact these employers and if they are able to offer a placement this year - they will be included on the job board. A list of the employers contacted will be sent to parent/carers. It is respectfully requested that you do not contact these placements directly regarding work experience. If an employer is on the list that you wish to apply for then you will have the opportunity to 'apply' for the placement along with other students. This is so we can be fair to all students and offer them all the opportunity to apply for the placement via the schools own processes. *(See Section 18 for more information).*

The Job Board consists of individual placement cards giving you information about the work experience on offer. For instance, who the employer is, where they are located, what you will be doing and what you need to do to apply. Each placement has its own unique ID number that can be found in the top right hand corner of the card – you will need this to apply for the opportunity. *(Please see Section 19 for details).*

If you would like to apply for a placement which is not on the list, please refer to Sections 14, 15 & 16 for guidance on finding your own, or alternatively speak to the Work Experience Administrator.

17. Applying for a 'Job Board' Placement

Before applying for a placement from the Job Board, please consider location and travel arrangements, working hours, working conditions (e.g. indoor vs. outdoor), and any health issues you may have.

You will need to complete a selection form/card, selecting up to three placements of your choice. You will write the ID number of the placement in each of the three boxes indicating your order of preference. The selection form/card must be returned to the Work Experience Administrator so you can be matched to your choices. If you are unsuccessful with your first choice, you will be matched to your 2nd and then your 3rd. If you are not successful for any of your three choices, you will be able to select additional placements until you are successful. You will get a placement, it just might not be what you initially wanted, so act quickly as placements are very limited and quickly filled!

If a placement is over-subscribed then the allocation will be considered after consultation with employers, Progress Directors, Form Tutors and the Attendance Officer. The final decision as to where you are placed will rest with the school.

Some placements may require an additional application letter, CV and/or interview and you will be advised of this on the job card. Other students may also be applying for the placement, so make sure you are organised!

18. How Will I Know If My Application Has Been Successful?

You will receive an email notification as to whether your application has been successful or not around the end of April/early May. Once a placement is allocated to you, you will not be able to change it.

- If your application is successful, you will need to prepare for your placement. *(See Section 20).*

Should you have more than one placement, you will be notified about each of them separately, as and when they are processed.

- If your placement is unsuccessful, you will be given the reason(s) why and the Work Experience Administrator will work with you to find a solution or an alternative placement.

Placements will not be allocated if a parent/carer consent form has not been completed and/or received.

19. Preparing for Your Placement

It is your responsibility to contact your employer before work experience starts to thank them for the placement, introduce yourself and/or arrange a convenient time to attend an informal meeting/interview.

If you are required to attend an informal meeting/interview, please contact your employer to arrange a convenient time to do this. You are welcome to use the telephone in A23 when the Work Experience Administrator is in the office to make your arrangements. Appointments should be made before/after school or during the school holidays (the May half-term holiday is ideal) to minimize the impact on your schoolwork. You will be allowed to attend an interview during school time only if your employer is unable to make an appointment outside of school time. You will need to sign in/out at reception. You will also need to have your CV prepared and ready to take/send if requested.

If your employer does not wish to see you or your CV, you will still need to make contact to introduce yourself and thank them for the placement. It is a good opportunity to ask any questions you may have.

Employers are aware that you will be contacting them and will notify me of the outcomes of your contact with them. **If you do not make contact you may jeopardise your placement**, so please make sure you do it as soon as possible, unless you are instructed otherwise in the placement notes.

During your phone call, visit or interview, remember to speak clearly and to be polite. Have a pen and paper ready to take notes.

- You will need to find out where and to whom you should report to on your first day.
- Ask what time you should arrive and what time you will be expected to finish work. Check the bus/train timetables if necessary, to see how this fits in with your start and finish times. If it's going to be a problem, then talk to the employer and let them know your concerns around travel.
- Check what you will need to wear - you probably won't need to wear school uniform, but most employers will expect a "smart casual" appearance. This generally means for boys - dark trousers, plain shirt and smart shoes and for girls - dark trousers or knee length skirt, a plain shirt/blouse/top and smart shoes (a small heel is usually acceptable). Think about your environment and dress appropriately; don't wear anything too tight or revealing, avoid tops with large prints or logos and keep jewellery and make-up to a minimum. Jeans and trainers are not usually permitted, unless your employer gives you permission.
- Ask if the employer will be providing you with any Personal Protective Equipment (PPE) such as steel toe-capped boots or waterproofs? If they are lending you PPE, look after it and return it when you leave.
- Think about what you will do for lunch. Is there a canteen onsite or will you need to bring a packed lunch? Will you be able to go offsite at lunchtime? Will you need parent/carer permission, if so?

If you have arranged an informal meeting or interview you should arrive on time and appropriately dressed. Be positive and show the employer that you are interested in working for their company. You might be asked questions during the interview like:

- Tell me about yourself.
- What do you want to gain out of work experience?
- What are your career plans?

Be prepared with some good, confident answers. Have some questions ready to ask the employer too.

20. What Will I Do on Work Experience?

Make sure that you arrive at your placement on time each day looking clean, tidy and ready to work hard.

When you first arrive, you will be introduced to the person who will be responsible for your welfare and progress whilst you are on placement. They should give you an induction to talk about their organisation and work processes. They will explain their rules and regulations and what they expect of you whilst you are there. They will also advise you of the health and safety procedures including where the fire exits, and assembly points are in the event of an emergency.

Always try your best and take pride in the job you are doing. Make eye contact and be polite to those you come into contact with. Talk to your colleagues about their jobs and how they got started; they may have some really good advice – use your logbook to record your findings! Remember the aim of the work placement is to give you an experience of an adult working environment where you will be safe and fully supervised.

Make the most of your placement; ask lots of questions, especially if you are unsure of something. Some employers will use the first few days to get to know you and assess your ability to do certain tasks, so make an effort and offer to help out as much as possible; the more interested and enthusiastic you are, the more you may be shown.

Sometimes the law can impose restrictions on the type of activities that you can do due to your age and/or for health and safety reasons. This may mean that certain activities can only be completed under strict supervision or you can only observe whilst a trained or qualified member of staff completes the task. At times you may feel you are not doing much, or the work is boring but there are lots of other things to learn whilst you are there!

You may be required to attend site visits and other activities associated with the work experience placement. The employer will inform your parent/carer if this is the case and will ensure you are suitably supervised, and the appropriate transport and insurances are in place.

You will have a Work Experience Logbook, one per placement, to log and diarise your experiences in each day. These will be handed out to you nearer the time. Keep a note of the work that you do and the skills and computer packages you have used. Share your experiences with your parent/carer every day - it will help to keep you motivated. Please hand your logbook to your form tutor on your return to school.

A member of school staff will visit or call your employer during the placement in order to talk to both you and your Supervisor to monitor and review your progress. This may not be from a staff member you know, but you can still share your experiences or worries with them. If your parent/carer has given permission, you may have your photograph taken to share with the school.

21. What If Things Go Wrong?

Give your placement a chance! Usually when things go wrong it is because expectations have been too high or unrealistic. You will be treated like a junior member of staff and at times you might not like what you are doing, but we all start our careers with tasks we don't like to do – that is normal!

Hopefully your placement will be interesting, worthwhile and enjoyable, but if you do have a serious problem, raise it with your Supervisor first. The majority of issues can be solved just by having a chat with them. If talking to your Supervisor doesn't help, you may talk to the staff member that visit/calls you whilst you are on placement or contact the Work Experience Administrator at school.

22. After Work Experience

When you have finished your work experience, update your logbook and ask your employer to complete a brief report on your performance in it.

Read through your logbook; has it made you re-think your career plans? Look at the objectives you set out to accomplish; did you succeed? Is there anything you would have changed or done differently?

If you have enjoyed your placement, ask your employer about their future recruitment plans; they may have a scheme you can apply for. Ask if they would be prepared to give you a reference. Refer to your logbook in the future when applying for jobs or to help write your CV.

You MUST write and thank your employer for the opportunity and experience gained.

23. Parent / Carers

You must give permission for your child to take part in the work experience programme by signing and returning the parent/carer consent form by the specified date. Students will not be able to apply for placements without it.

It is important that we have the most up to date medical and emergency contact details. The parent/carer form will be shared with employers for the purposes of health and safety in the workplace, for instance if treatment is required for a known medical condition or in the case of a medical emergency. It will also inform employers if you have given permission for your child to go offsite at break times, attend site visits or have their photograph taken for promotional materials. Employers are reminded that this information should remain confidential and safeguarded in accordance with the Data Protection Act 1998. Please keep the Work Experience Administrator up to date with any changes to this information.

Support your child by talking to them about where they might like to work, encourage them to find their own placement(s) as soon as possible, discuss the implications of the job they choose, rehearse telephone calls and proof-read their application(s). Help them understand the goodwill of employers offering the placement opportunities their position in an adult environment. Encourage them to adopt good work habits e.g. punctuality, appropriate dress and behaviour.

Sympathise if they are not enjoying their placement, without being overprotective. They may be in a junior position and that might mean they are doing tasks they do not enjoy. Explain that this is normal, and everyone must start somewhere. Help them to stay positive and focus on the new skills that they have learnt; often lessons are learnt the hard way but rewarded by gaining valuable experience and knowledge of how the real-world works. Ask, and be interested in, how their day has been and make sure they complete and share their work experience logbook with you every day.

If your child is experiencing difficulties whilst on work experience, please contact the school Work Experience Administrator- workexperience@northgate.suffolk.sch.uk or phone 01473 210123 ext 217.

We are continually working hard to source new placements for students and are always in need of new contacts. If you, or anyone you know, may be willing to offer a placement, please contact the Work Experience Administrator. The offered placement may not be suitable for someone you know but it might be a great opportunity for somebody else.

24. References, Guidance and Further Information

- GOV.UK - Employer guides to work experience - <https://www.gov.uk/government/collections/employer-guides-to-work-experience>
- DfES - Work Experience: A Guide for Employers, 2002 - <http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eorderingdownload/1471-2005pdf-en-01.pdf>
- Child Protection Guidance for Employers - <http://www.my-work-experience.com/employers/loginarea/child-protection.asp>
- DfES - Work experience: A Guide for Secondary Schools, 2002 - <http://www.nwes.org.uk/media/resources/learning-providers/Work%20Experience%20a%20guide%20for%20schools%20DfE.pdf>
- Health and Safety Executive
- : Work Experience - www.hse.gov.uk/youngpeople/workexperience/index.htm
- Work Experience Health and Safety - <http://www.hse.gov.uk/pubns/indq364.htm>
- Education Act 1996; 1996 c. 56; Part X; Chapter IV; Section 560 - <http://www.legislation.gov.uk/ukpga/1996/56/section/560>

- Association of British Insurers - <https://www.abi.org.uk/Insurance-and-savings/Products/Business-insurance/Liability-insurance/Employers-liability-insurance/Work-experience-pupils>
- ELI Exemptions - <http://www.hse.gov.uk/pubns/hse40.pdf>
- Speak Up, Stay Safe - British Safety Council campaign - <https://www.britsafe.org/speakupstaysafe>
- Looking out for work hazards – advice for young people - <https://osha.europa.eu/en/tools-and-publications/publications/factsheets/66>

Copies of all Work Experience documentation can be found on our website:

<http://www.northgate.suffolk.sch.uk/learning/preparing-for-the-future/work-experience-2/>