

Tupton Hall School

REDHILL ACADEMY TRUST



**Step by Step Guide
To
Work Experience
2020**



Stand out from the Crowd

**Make it count - make the
right choice for you!**

This booklet has been designed for both students and parents to use as a reference guide for the preparation of the Year 10 Work Experience Programme.

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Year 10 Work Experience Programme

Tupton Hall School

Work Experience in Year 10 is a compulsory one week programme. It is an important part of becoming 'workplace-ready', "building useful skills that cannot be taught in the classroom as well as contacts that students otherwise would not be exposed to".

"A prospective employer will always look favourably on the effort taken by those who have done work experience, which empowers new talent and gives them an edge to push for the most sought after positions in the field".

Work Experience equips you with certain soft skills such as team working, communication skills and commercial awareness, all of which are sought after by employers and universities.

Work Experience also helps you to differentiate yourself, an important factor when competition for jobs is so fierce.

Work experience also equips you with knowledge that will enhance your job applications and interviews. Because you've gained a better understanding of the sector you want to go into, you'll be able to talk more authoritatively and ask questions that resonate with a potential employer.

One of the great things about gaining work experience as a student is that it gives you the chance to try things out to see if they suit you. Want to find out what a company is actually like to work for, or what doing a certain job is like? The organisation of a work experience placement can answer these crucial questions and prepare you fully for the next steps in your educational journey.

Work Experience will take place for one week

w/c Monday 29 June 2020 to Friday 3 July 2020

Why should I do Work Experience?

All students must remain in some form of training or education until the age of 18. This means that students at 16 years of age no longer have the option to get a job or to stay at home.

However, there are now many different options available to students at Post 16.

This may be the first time students have had to make a decision about what future career path they wish to take:

Here are some of the options open to students:

- Attend Sixth Form - select 3/4 A-Level subjects that will support future career choices
- Enrol at a further education or specialist college – choosing either academic qualifications such as A-Levels, GCSEs or vocational courses that will support future career ambitions
- Apply for a work based learning apprenticeship – which will allow you to earn while you learn as well as supporting future career ambitions

It can be a very difficult choice for students to make due to the fact that many students will have little or no experience in the world of work.

Work Experience can help students to explore the different career paths they may be interested in.

It will help students to think about their personal skills and abilities and how they relate to a particular job.

Obtaining work experience is an essential part in securing your next step choices. This applies for applications to sixth form, colleges and apprenticeships. If you are thinking of applying to university in the future, work experience will form an important part of your UCAS personal statement.

Work experience can also help students:

- Understand how the world of work operates
- Learn to cope with new situations
- Learn and develop new skills
- To take responsibility for their actions and behaviour
- To appreciate the mental and physical demands of work
- Develop employability skills
- Secure references for the future
- Promote personal and social development

Choosing your Work Experience Placement

Some students may have already decided on a career path and know what their dream job is. These students can use work experience to confirm these interests.

However, many students may not know where to start.

Things to consider:

- Subjects you enjoy or do well in
- Hobbies you enjoy
- General interests
- Careers where there is currently a skills shortage
- Travel arrangements

You will need to research the above factors to identify jobs you may be interested in. Remember, Work Experience isn't just about your future dream job but is about learning new skills and being in the workplace.

Don't cheat yourself!

We want you to have a positive and beneficial experience, so make sure you do your homework and secure a place that is right for you.

Finding a Work Experience Placement

We encourage students to find their own placements. However, support will be given to any student who has difficulty with this.

Resources available:

Derbyshire County Council Work Experience Database

This is a database of employers that have accepted work experience students in the past. You can search and print out information from this site but you will not be able to apply through the site. Each employer lists a job description and how they would like to be contacted eg letter of interest, telephone call, etc.

Work Experience placements will be in high demand, so get in there first and secure your placement to avoid any disappointment.

This is not the only place you should look. Use the following websites to explore different opportunities and companies in your area to ensure you get the best placement for you...

- ⇒ **www.nationalcareersservice.direct.gov.uk**
- ⇒ **www.yell.com**
- ⇒ **www.google.com**
- ⇒ **www.thomsonlocal.com**

Important Documents

Tupton Hall School
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Letter of Understanding for Work Experience

Tupton Hall School Contact: Mrs C Burton Telephone: 01246 862127 Fax: 01246 25068

 **DERBYSHIRE**
County Council
Improving life for most people

 European Union
Growth
Social Fund

The Work Experience Team
Derbyshire County Council
Chatsworth Hall, Chesterfield Road
Matoke, Derbyshire DE24 3PW
Telephone: 01629 538562
Email: workexperience@derbyshire.gov.uk

[The Derbyshire Approach: Work Experience Letter of Understanding](#)

Introduction
Thank you for providing work experience for Young Person(s) in schools and colleges in Derbyshire. It is very valuable for young people to understand and take part in a variety of activities including health and safety awareness, security, confidentiality and other instructions requested by the employer prior to placement. The school will agree in advance with the employer a planned programme of meaningful work for the student.

Young Person(s) on Work Experience should not work more than a standard eight-hour day and/or work for more than five consecutive days out of seven. Employers who offer Work Experience placements with unusable hours containing start times before 7am and finish times after 7pm, need to know that there are suitable arrangements in place for the young person to get to and from the placement safely. These arrangements are the responsibility of the parent/guardian but should be communicated in writing to the employer so they can ensure they are followed.

There must be an emergency contact in place who is contactable throughout the time of the placement (and transport home). This again must be provided to the employer in writing.

During the placement a point of contact at the Young Person's school/college will be available for the employer and a representative from the school/college may visit the premises and monitor progress.

Insurance
The employer shall ensure that students on Work Experience are treated as employees for the purposes of insurance and shall be covered by the organisations Employer's Liability Insurance Policy, Public Liability and where appropriate Motor Vehicle Insurance. Whilst it is normal for Employer's and Public Liability policies to automatically include young persons on work experience, we would recommend that you check with your insurers or brokers that they are included in your policy coverage. The Education Authority/Governing Body recognises their own responsibilities for the student during this placement.

Accident, Illness or Significant Changes
In the event of any absence, accident or sickness and/or any changes, which may affect the Work Experience Young Person's health, safety and welfare, the employer should inform the school/college immediately and co-operate with any accident investigation.

Safeguarding Children
Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought. Employers must make us aware of any changes relating to safeguarding; for example if an employee is convicted of any offence that would disqualify them from working with children or present a safeguarding risk.

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Letter of Understanding for Work Experience

Equal opportunities
Employers should adopt a policy of equal opportunities in their work experience programmes. This should be taken forward particularly in the areas of gender, race and disability by encouraging students to take up non-traditional placements. This may need special preparation for the reactions they may encounter and even more careful supervision during the placement. Similarly, no legislation with respect to equal opportunities relating to sex, creed or gender should be breached.

Legislation
Under The Management of Health and Safety at Work Regulations 1999, employers are required to assess the risks to young workers before they start work.


There is also a requirement for employers to provide the parents/guardians with the key findings of the risk assessment and control measures introduced to minimise, or ideally eliminate, any significant risk for Young Person(s) who are below compulsory school leaving age. The risk assessment should take into account their lack of experience, or absence of awareness of existing or potential risks or the fact that Young Person(s) have not yet fully matured.

This assessment will determine whether the Young Person(s) should be prohibited from certain work. However, there is no requirement to provide this information in writing.

Data Protection
Employer/Placement providers' details will be held on the Derbyshire County Councils computer network system. This information would also be disclosed on request in accordance with the Data Protection Act to Schools, Colleges, Training Providers, Young Persons, their Parents/Guardians and third party registered Organisations who have the responsibility to safeguard the young persons health, safety and welfare so far as is reasonably practicable.

Additional Safety and Health Information
How and where you can get more help
Free guidance available from: <http://www.hse.gov.uk>

HSE Local Offices
Inspectors and other field professionals are based in offices organised into regions. HSE offices are open 9am to 5pm, Monday to Friday.

 HSE, Kingsley Durham Centre, Nickers Hill, Keyworth, NOTTINGHAM, NG12 5QG.
(Fax: 01159 712902)

Nottinghamshire, Derbyshire, Lincolnshire (North Lincolnshire covered by Sheffield office)

If you have any queries or require further advice, please do not hesitate to contact the Work Experience Co-ordinator at the pupil's school/college or alternatively for Health and Safety issues contact the:

Thank you once again for supporting and expressing an interest to introduce Derbyshire's young people into the World of Work.

Letter of understanding from Derbyshire County Council

This letter must be given to the employer that will be taking you on for your work experience. It explains to the employer their legal responsibility to you.

Introduction letter to the employer

This letter should be handed to the employer when first approaching them about work experience. It explains the length of the work experience, the date that it commences and the positive impact it can have on a young person. The letter also explains the requirement of a health and safety check and Employer Liability Insurance.

Tupton Hall School
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Mrs C Burton
Assistant Head
01246 862127
01246 250688
www.tuptonhall.derbyshire.sch.uk

January 2020

Dear Employer

Year 10 Work Experience - Monday 20 June to Friday 1 July 2020


The student who has given you this letter attends Tupton Hall School and is looking to organise a work experience placement with you.

The work experience programme is a very important element of the careers education programme in Year 10. We feel that, as part of that experience, students should investigate and find the placement themselves, so they would start looking for employment. However, if you would like to contact the school to check anything, please contact the Head of House who will be able to offer more detailed advice and guidance.

Many employers will know that the school has to carry out a health and safety check of premises used for placements and, in some cases, that has been done already. One really important factor is that the employer is required to have or be willing to obtain Employers' Liability Insurance. However, if you would like to know more about the process, again please contact the school directly and we will be happy to advise.


Please accept our thanks for all your support in making the work experience programme a success. It is amazing to see how the real world of work can often transform a student's attitude to study and career planning and that only happens because of the time and effort put in by employers like yourself.

Once again, thank you very much for your time and support.

Yours faithfully

 Mrs C Burton
Assistant Headteacher

REDHILL ACADEMY TRUST
Derbyshire

Important Documents

		Work Experience Agreement
School Contact: Mrs N Chapman		Tel: 01246 863127
Student to fill in:		
Name:	Date of Birth:	Form:
As the named student (above) I agree: To take part in this work experience scheme, to hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to another person without the employer's permission.		
Signed:		Date:
Parent/Carer to fill in: As the Parent/Carer of the student named above I confirm: That I have read and understood this form and other accompanying documents and I agree to him/her taking part in this scheme and I undertake that he/she will observe the conditions set out.		
That either: a) He/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or safety or to the safety of another person. b) He/she suffers from any medical condition which I have attached details that should be advised to the employer. (Please delete either (a) or (b). If you have any doubt then please contact school before signing.)		
Name:		Date:
Signed:		Date:
Employer to fill in:		
Employer:	WEX Job Title:	
Placement address:	Start Date:	
	End Date:	
Postcode:	Days of Work:	
Contact Name:	Hours of Work:	
Contact Number:		
E-mail:		
As a representative of the employer I agree to the student named above working on my premises in accordance with the Letter of Understanding and acknowledge my responsibilities under the Health and Safety at Work Act.		
Do you have Employers' Liability Insurance: Yes <input type="checkbox"/> No <input type="checkbox"/>		
If not, are you willing to obtain Employers Liability Insurance for this period? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name:		Date:
Signed:		Date:

The Work Experience Agreement Form

This form is to be completed once the employer has agreed to take you on for Work Experience.

Section 1:

Must be completed by you

Section 2:

Must be completed by your parent or carer

Section 3:

Must be completed by the employer

The fully completed agreement form **must** be handed into student services by Friday 27 March 2020.

Without this form your placement cannot be put forward for a health and safety check and your placement will not be authorised.

The sooner you can get this form back the sooner we can confirm the health and safety check and approve your work experience placement.

Students can obtain further hard copies of each of these documents from Student Services. However, forms and letters can be found on the school website.

Using the Work Experience Database

Location and Access

Please use the Derbyshire Work Experience website:

<http://derbyshire.work-experience.co.uk>

Welcome. Please [Login](#)

DERBYSHIRE
County Council
Improving life for local people

HOME CONTACT RESOURCES LOGIN NEWS

DERBYSHIRE
County Council
Improving life for local people

Home Login

* User Name
* Password

[Forgotten your Password?](#) * Required Fields

Need Help?

Students
You should have been given your username and password by your teacher to login to your account

Schools & Administrators
You should have been given your username and password...if you don't know your username or password please [Contact Us >>](#)

The above is the login page, details of how to login are as follows:

Your username is your first name and last name, lowercase with no spaces.

Your password is individual to you, this is provided by your Form Tutor in school.

Using the Work Experience Database

On the next page as below you can reset your password. This should be changed to something you will easily remember but you must keep this confidential.

On this page you can search for jobs, look at 'my placements', 'resources', 'links' and 'messages'.

Try toggling through these options to familiarise yourself with the website. Then click on search to start looking.

DERBYSHIRE County Council
Improving life for local people

HOME SEARCH MY PLACEMENTS RESOURCES LINKS MESSAGES

You are logged in as McKenzie Aitken (Tupton Hall School)
[Edit Details](#) | [Logout \(Remaining 01:56:29\)](#)

[Edit Student](#)

Reset Student Details

Welcome McKenzie Aitken. You are required to reset your password. Look at the details below for further information.

My Details Contact Details Login

To begin, click the "Show Password" button below.

* User Name	mckenzieaitken
* Password	Show Password
* Live	Yes

* Required Fields

Using the Work Experience Database

On the page below you can search for employers by entering either a job title, employer name, category (use the drop down box to see available categories), address, postcode and distance from postcode and by the type of tasks that may be involved in the job.

You are logged in as Hope Baggaley (Tupton Hall School)
[Edit Details](#) | [Logout \(Remaining 01:50:16\)](#)

HOME SEARCH MY PLACEMENTS RESOURCES LINKS MESSAGES

Welcome Search

Placements

Looking for a placement?
Use the search facility opposite to find your ideal job or employer...

Search Details

Job Title

Employer

Category

Address

Postcode Distance miles

Only Show Jobs Accepting Applications

Accepting Applications

Types of Tasks

- Involve desk-based work
- Involve outdoor work
- Involve using computers a lot
- Involve skilled practical work
- Be a creative role
- Involve interaction with the public
- Involve group work/team skills
- Involve working with animals
- Involve working with adults in a caring role
- Involve physical activity
- Involve working with children in a caring role
- Be in a medical health related environment
- Require a good level of fitness
- Be out of the ordinary

Date Preference

Limit

Helpful Hints!

Remember to spell the words correctly!

Search for placements near to where you live - use the employer and postcode fields to refine your search

Once you have entered the relevant details click 'search'.

Using the Work Experience Database

The next page as below will then list any business on the Derbyshire Work Experience website database that matches the criteria you have searched for.

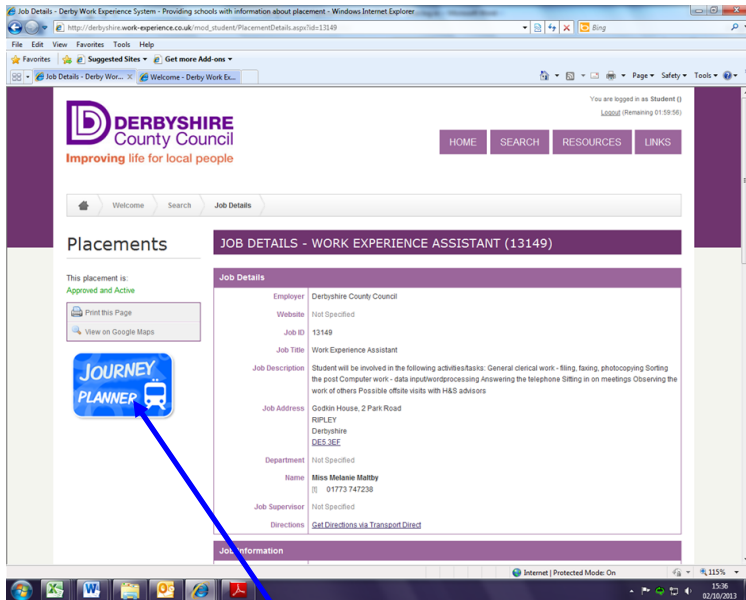
RESULTS DISPLAYING 1 TO 47 OF 47

Employer	Emp ID	Job Title	Job ID	Postcode	Distance (Miles)
(OOO) Middlebrook Garage	10152	(OOO) Mechanics Assistant	10080	NG16 5HA	3.74
(OOO) Premier Service Centre	5249	(OOO) Trainee Mechanic	5504	NG17 5FW	4.82
A.A Motors	2356	Mechanics Assistant	2543	DE55 6BP	3.24
Altabasco	10533	(OOO) Trainee Mechanic	10979	NG17 2PD	3.75
Alfred Street Garage	2572	Mechanics Assistant	2766	DE55 7JD	0.86
Area 52	13618	Assistant Mechanic	14132	NG17 9LE	4.03
Autotech	12109	Mechanics Assistant (WRL)	12579	DE5 3AS	2.52
Bailey-Taylor Haulage	8249	(OOO) Mechanic	8587	NG16 5GR	3.91
BK Autos	12446	Trainee Mechanic	12916	DE5 8HX	3.55
Blackwell MOT & Tyre Centre	755	Assistant Mechanic	797	DE55 5GX	2.52
Bowmer and Kirkland	509	Trainee Mechanic	542	DE56 2BW	3.84
Brinsley Garages Ltd	3078	(OOO) Assistant Mechanic	3283	NG16 5BY	4.1
Burton Coach Hire	4720	Trainee Mechanic/Restorer (WRL)	4960	DE55 7HX	0.83
Car Tac Garage	11001	(OOO)Assistant Mechanic	11459	NG16 6HT	2.47
Croft Vehicle Services & MOT Centre Ltd	13201	Mechanics Assistant	13099	NG16 6HT	2.47
CIX Automotive	1227	Trainee mechanic	1256	DE5 3EH	2.82
Cyclamania	391	Cycle Mechanic/Retail Assistant	408	DE55 7DD	1.07
Derbyshire County Council	4800	Apprentice Mechanic	5130	DE5 5J	4.43
Erewash Garage	11751	Apprentice Mechanic Assistant	12216	NG16 6H	2.78
Ernest Spiers and Company Limited (OOO)	737	(OOO) Assistant Mechanic	779	NG16 6LS	5.33
F. & M. Moulden, L.L.L.	14874	Trainee Mechanic	17014	DE5 6EY	2.6

Click on the 'job title' for further details of the job or 'postcode' to see the exact location of the employer on Google maps.

Using the Work Experience Database

On the page as below specific job details are listed.



The screenshot shows a web browser window displaying the Derbyshire County Council Work Experience Database. The page title is "JOB DETAILS - WORK EXPERIENCE ASSISTANT (13149)". The Derbyshire County Council logo is at the top left, with the tagline "Improving life for local people". The page has a navigation menu with "HOME", "SEARCH", "RESOURCES", and "LINKS". Below the navigation, there are tabs for "Welcome", "Search", and "Job Details". The main content area is divided into two columns. The left column contains a "Placements" section with a status of "Approved and Active", a "Print this Page" button, a "View on Google Maps" button, and a blue "JOURNEY PLANNER" button with a bus icon. A blue arrow points from this button to the job details. The right column contains the "JOB DETAILS" section, which lists the following information:

Employer	Derbyshire County Council
Website	Not Specified
Job ID	13149
Job Title	Work Experience Assistant
Job Description	Student will be involved in the following activities/tasks: General clerical work - filing, faxing, photocopying Sorting the post Computer work - data input/wordprocessing Answering the telephone Sitting in on meetings Observing the work of others Possible offsite visits with H&S advisors
Job Address	Geddis House, 2 Park Road RIPLEY Derbyshire DE3_3EE
Department	Not Specified
Name	Miss Melanie Matthey 01773 747238
Job Supervisor	Not Specified
Directions	Get Directions via Transport Direct

At the bottom of the page, there is a "Job Information" section.

You can use 'journey planner' to plan your journey to and from the placement.

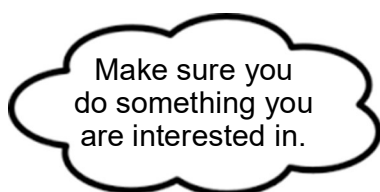
If you want to save this placement, then scroll down to the bottom of the screen and click 'wish list' to add it to your wish list.

If you would like to secure this placement you would need to contact the employer and discuss the possibility of this and follow the procedure that has been explained to you.

Some ideas to get you thinking



What did students say?



Remember:

The work experience agreement form needs to be signed by you, your parent/carer and by the employer. Once all three parties have signed this form it needs to be handed into student service so it can be processed.

Without this paperwork the placement **cannot** be approved.



Careers and Work Experience advice is available in school.

**To find out more or ask any questions contact school on:
01246 863127**

enquiries@tuptonhall.org.uk

www.tuptonhall.org.uk

Twitter @TuptonCareers