

**HANDBOOK
FOR STUDENTS AND PARENTS**

**YEAR 10
WORK EXPERIENCE WEEK**

5 – 9 March 2012



LIGHT HALL SCHOOL

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INTRODUCTION

As part of the Year 10 Curriculum all students are expected to complete one week of unpaid work experience. You are required to find a placement for the week commencing 5-9 March 2012 inclusive.

Work experience is essential for students' development of skills and attitudes required for the world of work. It will help you to develop an awareness of your own worth, strength and weaknesses, as well as those of others in a work-related situation. The whole process is good preparation for when you leave school.

Many students find that references from their work experience placement can be a great help in attempting to secure employment or college placements.

PARENTAL CONSENT

For each student to attend work experience there must be consent given by a parent or guardian. There is a consent form on **page 14** which **MUST** be completed and returned to Mrs Watson, Work Experience Co-ordinator, as soon as possible. Without this you cannot go out of school.

FINDING A PLACEMENT

As part of work experience you must take the responsibility to find your own work placement. This teaches you essential skills needed for the future once you leave school. Writing letters of application, attending interviews and considering transport and meal arrangements are some of the things that will have to be considered.

Firstly you will need to decide on where you would like to go for your work experience. It is best to select several companies to approach, as not all will prove successful. You must be careful in your selection, as you should be able to get there and back either by walking, public transport or with a family member.

A relative or family friend may be able to help you secure a placement at his or her own place of work. It is advisable though for you to be placed in a different department so that you can achieve the full benefit from meeting new people and acting independently.

As soon as you have a placement please complete the placement information form on **PAGE 16** and return it to Mrs Watson, Work Experience Co-ordinator, preferably by **OCTOBER HALF TERM**. After this date carry on searching and applying for a placement but the longer it takes the more difficult it will be to get a health and safety check carried out in time.

IF AT ANY TIME YOU ARE UNCLEAR OF WHAT TO DO THEN YOU MUST SEE THE WORK EXPERIENCE CO-ORDINATOR AS SOON AS POSSIBLE. LOOK OUT FOR DROP IN SESSIONS DURING FIRST BREAK FOR ADVICE AND GUIDANCE.

WHAT TYPE OF COMPANY TO CONSIDER

The scheme's success obviously depends greatly on the good will and co-operation of employers as well as the spirit in which the young person takes part. It should be appreciated that the scheme involves some considerable extra work for the staff of the organisations involved.

You should consider the type of placement that would suit you best. Ideally it should be a job that might interest you but doesn't necessarily have to be something you want to do when you leave school. The emphasis is on experiencing the world of work in its widest sense.

Due to Health and Safety regulations some industries/employers are unsuitable for this scheme and will therefore not be approved. For example, building sites and hospitals. To save time, please **do not** consider these as an option.

HEALTH AND SAFETY

The school has a duty of care for each student and therefore we want to ensure the safety of each of them whilst on work placements. As a consequence we call upon the assistance of Health and Safety specialists to carry out a risk assessment on each potential placement. A placement must be approved before a student can attend. If a placement is not approved then the student will be informed and they will have to go through the process of finding another placement.

When choosing your work placement you need to consider:

- You may incur a charge for a Health and Safety check that is carried out on a placement outside the West Midlands. The relevant Local Authority would have to inspect the placement and on rare occasions sometimes charge a fee for this service.
- Students will not be allowed to work in placements deemed as a high-risk environment e.g. building sites and hospitals (except patient services and physiotherapy).
- Students are not allowed to work more than 7 hours per day and must be between 7am and 7pm.

It is important that the employer is made aware of any medical factors which might affect the Health, Safety and Welfare of the student and which may need to be taken into consideration by the employer for risk assessment purposes.

CONTACTING A COMPANY

Once you have identified where you would like to go for your work experience, you will then need the address and telephone number, which can be found either in the telephone directory, yellow pages or on www.BT.com.

Students should make contact with their chosen company using one of the following methods:

1. Visit to their premises
2. Write a letter
3. Make a telephone call
4. Ask a relative

Visit to Premises

If you do decide to drop in to the shop or office etc. then it may be a good idea to take a copy of your CV and a letter of application as you may not be able to see the person in charge and you can leave your relevant details so that you are not forgotten. Also, in order to help make an impression it would be a good idea to present yourself in your school uniform.

Write a letter

It is always a good idea to telephone the company first to find out if they offer work experience and who the contact person would be.

If you choose to send a letter it can be hand written or typed (see example on page 9). State why you have chosen this company, for example, you may be interested in them as a future career or you would like the chance to learn new skills. Ideally you should enclose your CV with the letter too (see details below and sample on page 10). Make sure that the company name and details are correct and then post it first class.

Not all companies' reply straight away, it is therefore worth chasing the company after a week has passed. Give them a call to check that they have received the letter and see if they have made a decision.

Remember do not sit and wait for a response from one employer, several applications need to be made. Also please do not be put off if rejected on a few occasions, as there are a number of other students applying too. Keep persevering!

Curriculum Vitae

Curriculum Vitae or CV is derived from ancient Latin meaning ones 'course of life'. Basically it is a written description of your work experience, educational background and skills.

When applying for a job or a college place you will need to produce a CV to promote yourself.

The CV should never be more than 2 pages long and must be typed on single sided paper. Obviously as a Year 10 pupil you will not have a lot of information to include but you can still put together a good document.

Your CV needs to look professional so follow the example on page 9.

Make a telephone call

If you approach a company by telephone to ask if they take students for work experience you may find that they ask you to apply in writing. If so, then follow the instructions above.

Be clear in what you need to ask and have a pen and paper ready. They may tell you that you need to call someone else or they may invite you for an informal interview, so you will need to be prepared to write this down.

Once you have a placement

Once you have been accepted at a placement then please complete the placement information form at the back of this booklet and return it to the work experience coordinator straight away so that the appropriate checks can be done before you go.

If you are lucky enough to gain more than one placement then out of courtesy please remember to contact the company you are turning down and politely decline their offer.

SAMPLE LETTER

Home Address
Shirley
Solihull
Postcode

September 2011

Contact Person
Company Address

Dear Sir/Madam,

Re: Work Experience Monday 5 - Friday 9 March 2012

I am a Year 10 student at Light Hall School in Shirley, Solihull. The school has a work experience programme and I am writing to enquire about the possibility of a placement with you at your company/shop/school/factory on the above dates when I will be aged 14/15.

(New paragraph) Write about the subjects you are studying and your interests.

(Next paragraph) I would really like the opportunity to experience working within your company. (Explain the reason why you want to work in that company)

I very much hope that you are able to offer me a placement.

Please find enclosed a copy of my CV for your information and I look forward to hearing from you soon.

Yours faithfully (if addressed to Sir/Madam)
Yours sincerely (if addressed to the name of the person)

Mr/Miss J Bloggs

CURRICULUM VITAE

**SAMPLE
CV**

NAME FILL IN

ADDRESS FILL IN

TELEPHONE FILL IN

EMAIL FILL IN

DATE OF BIRTH FILL IN

CURRENT SCHOOL Light Hall School
Hathaway Road
Shirley
SOLIHULL
B90 2PZ
Tel: 0121 744 3835 Fax: 0121 733 6148

GCSE'S AND OTHER SUBJECTS BEING STUDIED

List all subjects being studied and expected grades

ACHIEVEMENTS

Here you can mention if you are a Prefect, Form Captain or a Team Captain. List if you have had any success raising money for charity etc.

EMPLOYMENT

If you have been working part-time then put down the job title plus the name of the company. Include the dates you were employed and a brief description of the responsibilities you carried out. If you have not worked then do not include this section.

HOBBIES AND INTEREST

Don't forget to mention things you are involved in outside school e.g. guides, scouts, clubs etc.

REFEREES

You need to give details of two people who know you, but out of courtesy you must ask them first. For example, you can use your employer if you work part-time or your Head of Year or Form Tutor. You cannot use relatives. List their name, address and telephone number.

BEFORE YOU GO

Two weeks before you start

At least two weeks before you are due to start contact the company and confirm the following:

1. Remind them who you are and confirm that you are still going there?
2. Ask what time you should start?
3. What time should you expect to finish at the end of the day?
4. What you should wear?
5. If there is a canteen available to purchase lunch or should you bring your own?
6. Who should you report to on the first day?
7. Carefully read through your record book and the “Be Safe” booklet that will be provided through school.

What to do during work experience week

1. Let your employer/supervisor have a look at your diary and ask them to complete any relevant sections for you.
2. If asked to carry out anything that you consider to be dangerous you **MUST** let the school know. The result could be that the school deems it necessary to pull you out of the work experience placement and normal school (in uniform and attending lessons) will resume.
3. Remember that manners, a smart appearance and punctuality are all important.
4. With the exception of ‘dangerous’ tasks, you need to carry out tasks that you are requested to do with enthusiasm and without rudeness.
5. Utilise the placement programme as fully as possible to gain knowledge and enhance personal skills and development.
6. If you have completed a task and have nothing more to do, ask for the next task. Don’t wait to be noticed.
7. If you are off sick you should telephone both the school and your work experience placement.
8. Keep yourself safe.
9. If you are worried about anything, please call the school.
10. Complete your diary each day.

DURING YOUR PLACEMENT

Before you go you will be given a diary to complete whilst on placement.

What employers will expect from you

1. 100% attendance.
2. Punctuality – be on time every day.
3. High standards of manners and politeness.
4. Wear appropriate clothing for the company you are placed with.
5. A willingness to contribute fully as a member of a team in order to accomplish that team's set of tasks.
6. A willingness to listen to instructions, carry them out or if necessary ask for them to be repeated (if you don't understand then say so!)
7. Follow company rules at all times.
8. If in doubt about anything ask someone.

Sometime during the week someone from school will either phone or drop in to see how you are getting on.

What to do when it is all over

1. Remember to **say thank you**.
2. Make sure you have completed all sections of your diary.
3. Discuss what you have learned with family and your teacher.
4. Write a thank you letter to the company.

IMPORTANT DATES TO REMEMBER

In September

Write letters of application.

Put together a CV.

Contact as many companies as possible to see if they can offer you a work experience placement.

Return consent form to school.

By October Half Term

Complete the placement information form correctly and return it to Mrs Watson, Work Experience Co-ordinator.

Check you have returned the consent form or you will not be allowed to go on work experience.

January

Contact the company to confirm/remind them that you are going in March. Check dress code and what time they expect you to start and finish each day.

February

Read the book on health and safety in the workplace and complete sections of your work experience diary which will be given to you the week before you go out.

March

Write a thank you letter to your placement and give a copy to Mrs Watson, Work Experience Co-ordinator.

To be returned to the work experience co-ordinator at school.

WORK EXPERIENCE

CONSENT FORM

Full name of student..... Form

As Parent/Guardian of the student named above, I can confirm that I have read through the handbook along with my son/daughter and we understand the conditions set out. I can confirm that:

- My son/daughter will be taking part in the scheme and will observe all the conditions lay down by the school and the business organisation providing the placement particularly with regard to safety and security.
- I will prepare my son/daughter for travel to and from the placement and understand that it is advisable to take out personal accident insurance for him/her to cover their travel to and from their placement.
- My son/daughter understands that any information that he/she is exposed to when on placement will be treated as confidential
- My son/daughter understands that whilst on a work placement he/she is representing the school and will behave appropriately.
- My son/daughter will telephone both the Employer and the School if he/she is absent due to sickness/Doctor/Dentist/Hospital appointments etc. **NB If either the employer or the School is not informed of any non-attendance whatsoever this will be recorded as ‘unauthorised absence’.**

Please indicate below any known medical condition that your son/daughter has including allergies that an employer may need to know for health and safety reasons.

.....
.....

Signature Parent/Guardian

Signature..... Student

Date

PLACEMENT DETAILS

Student Name Form

I have secured a work placement with the following company for
5 – 9 March 2012

Name of Company	
Full Postal Address Including Postcode
Contact Name	
Phone Number	
Nature of Business (E.g. Hairdresser, Retail, Garage etc)	

TO BE COMPLETED AND RETURNED AS SOON AS POSSIBLE TO:

**MRS WATSON
WORK EXPERIENCE CO-ORDINATOR
LIGHT HALL SCHOOL**

**LIGHT HALL SCHOOL
HATHAWAY RD
SHIRLEY
SOLIHULL
B90 2PZ**

HEADTEACHER: MR V SCUTT

WORK EXPERIENCE CO-ORDINATOR: MRS S WATSON

TELEPHONE: 0121 744 3835

EMAIL: s207swatson@lighthall.solihull.sch.uk

www.lighthall.co.uk

An electronic version of this handbook can be found on the website.