

WORK EXPERIENCE GENERAL INSTRUCTION SHEET

The following information will help students to organise their work experience placement and for parents to help support this. Students complete 2 lessons in PSHE to prepare them for applying for work experience.

Work experience should be a **2 day** placement taken at any point during the week **10th – 14th October 2022**.

To apply for a placement, students and parents/carers must carry out several important steps outlined below:

1. Choose an appropriate organisation at which they would like to do their work experience.
To help in this important choice, students will need to speak to parents, family and friends, using contacts within family & friends will be particularly important this year as we expect fewer face to face placements to be available. The Careers Library is open Wednesday and Thursday lunch time to support students in making their choice and applications.
2. Contact the organisation to see if it will be possible to do work experience during the allocated week. It is better to make a phone call before sending an email or letter. Emails and letters can be checked by the Careers Team before being sent.
3. If the reply is negative then try again with another employer. Only apply to one place at a time.
4. If a positive reply is received, collect all the employer information needed for the online agreement form and make a note of any medical information or additional needs of the student ready for the online form (see next page for details).
5. If the employer is unknown to the family, we strongly advise a face to face meeting to ensure the placement is suitable and the employer can meet the student before agreeing to the placement.
6. Parent / Carer to complete the [Work Experience Agreement Form](#) online (as soon as possible but by 4pm on Friday 1st July 2022 at the latest). It is important the information given on this form is accurate for both the employer details and student medical and/or additional needs details. The deadline is set in order for us to process all placement paperwork before the summer holidays and we will not be able to accept placements after this deadline.
7. The Careers Team will contact employers to confirm they have Employers Liability Insurance (placements cannot go ahead without this insurance in place), to request a Risk Assessment document and confirm other relevant policies are in place. Once this is confirmed, the Careers Team will confirm the placement details with student, parent/carers and employer.

Answers to frequently asked questions

- Students will only be able to go on work experience during the week that has been allocated. Ensure that you apply for the correct dates (10-14th October 2022).
- Placements should be 2 days in duration but do not have to be on consecutive days, students will be expected to be in school for the rest of the week. For example, if a placement is arranged for Monday and Thursday, students will be in school on Tuesday, Wednesday and Friday.
- Students cannot complete work experience on a Saturday or Sunday as the school is not able to provide emergency support.
- No work experience placements are available with any of the armed forces, the police or other emergency services.

- The following employers have not yet restarted their Work Experience programmes so at the time of writing this, students are unable to attend placements at the Derby Royal Hospital, Rolls Royce, Toyota and Alstom (formerly Bombardier).
- Our aim is for the majority of students to successfully arrange their own Work Experience 2-day placement with help from parents/carers. Any students who are not successful will be provided with a careers-based learning opportunity on site in place of this face to face experience. They will be required to attend school as normal for the week and will do a mix of normal lessons and careers work.
- All work experience information can be found on the school website in the Parent Carer section (<https://www.littleover.derby.sch.uk>).

Information needed from the **employer**:

- Contact name; email address; telephone number
- Name of organisation; address including postcode
- Type of work experience being offered
- Dates agreed for placement (this must be 2 days between 10th – 14th October. They do **NOT** need to be consecutive days however students will attend school when not at a placement).
- Confirmation of employer liability insurance
- Working hours and arrangements for break times including lunch



Information needed about **your child**:

- Student name & form group
- Emergency contact details for the placement dates
- Medical Information for your child
- Information about any additional needs (to ensure employer can provide suitable task / activities)



Complete this form as soon as possible:

(or by 4pm 1st July 2022)

[Work Experience Agreement Form](#)