



Littleover
Community School

Work Experience 2022

Presentation to explain the Work Experience process and how to help your child find a suitable placement.

The Careers Team

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The Aim of the Work Experience Programme

- Taking part in face to face work experience is an important part of preparing students for the world of work.
- They will gain a broader view of the skills and attitudes needed to make a successful transition from education into the workplace.
- Our Work Experience programme is being re-introduced in the Autumn term of 2022 following significant disruption due to the covid-19 pandemic.



What you need to know

- Aim for the majority of students to secure a **2 day Work Experience Placement**.
- To be undertaken anytime during the week of **10-14th October 2022**.
- Flexible days during that week to give students the maximum chance of success.
- Students will be in school for the 3 days when not on placement and will have opportunity to do careers based tasks alongside normal lessons.



What you need to do

Support your child in helping them secure a suitable placement.

We believe students will be more successful if they make an arrangement with a family member or friend.

Many business are 'getting back to normal' after the pandemic so we know many will not be able to take on a student, unlike in previous years.

The following employers have not yet re-started their Work Experience programmes so students will not be able to apply directly to the following organisations:

- Derby Royal Hospital (or any of the hospital trusts in the local area).
- Rolls Royce
- Toyota
- Alstrom (formally Bombardier)

The Armed forces, police or emergency services do not take students for placements.



Organisation & Key Deadlines

Once you have secured a placement:

- Parent or carer to complete the online **Work Experience Agreement Form** before the deadline of **1st July 2022**

Link on school website plus e-mailed to first contact parent/carer on Parent Pay.

It is vital this information is given fully and accurately and by the deadline. The form will be taken off line at 4pm on the 1st July and we will not be able to accept any more placements.

- The Careers Team will then make contact with the employer to confirm all relevant insurances, risk assessments and to provide them with students details and information.
- Once the employer has confirmed these details, the placement arrangements will be confirmed with student, parent / carer & employer.



Employer information needed for the online agreement form.

- 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 they have employers liability insurance
- Please discuss the travel and break arrangements for the placement with your child. You will be asked to confirm you are happy with these arrangements and that you understand if your child leaves the employer's premises during break periods (including lunch) **no liability** can be accepted by the Employer or the School for any incident that may occur.



Parent/carer and student information needed for the form.

- Student name & form group.
- Parent/carer contact e-mail & telephone number.
- Emergency contact details for the placement dates.
- Medical Information for your child.
- Information about any additional needs (to ensure employer can provide suitable tasks and activities).



Support available in school

- Careers Library (S16) – Open at lunchtime on Wednesdays and Thursdays.
- The Careers Team can help students with e-mails, letters of application and CVs etc.
- We are unable to make ‘cold calls’ to local employers as we are suggesting placements are arranged with a family member or friends.
- Students have lessons about Work Experience as part of the PSHE programme and have learnt about how the process works and have started to complete their CVs on Unifrog.



Information on the LCS website

Go to the **Work Experience** section (found in the drop down menu from **Parents and Carers** tab).

Resources include:

- Work Experience General Instruction Sheet 2022.
- Work Experience Parent Letter 2022
- Association of British Insurers; Guide to insurance and work experience; health and safety information.
- A copy of this PowerPoint presentation.