



Year 10 Work Experience

1st – 5th July 2024

Guide for parents/carers

Why Work Experience?

Work experience is an integral part of the school curriculum for all students - it is not about training for a particular job, it is about developing key skills and experiencing life out of school. We hope that this week is an interesting and stimulating period for students to gain an insight into the world of work. Work experience placements offer many benefits and opportunities such as:

- enabling students to apply skills and deepen knowledge and understanding of concepts learned in the classroom
- providing insight into factors which may determine career choice
- prepare them for adult life and making the transition from school to work
- to broaden the range of training, education and employment which students consider
- to improve attainment by making learning more relevant
- to improve student's employability skills and personal skills

How are students prepared and briefed before Work Experience?

Students are prepared and briefed for work experience through

- assemblies,
- form time
- employability days
- drop in's at break/lunch in the Library

How do students apply for a work experience placement?

There are a variety of approaches to finding a suitable placement. Early contact with employers is encouraged as there is a great demand for Work Experience and often limited places available.

- Students can visit, email or telephone an employer to ask for work experience. Employers are always impressed with those that call in person to ask.
- Students can find placements outside Lancaster/Morecambe if they can arrange transport/accommodation.

- All placements must be checked to ensure they have the required health and safety standards and appropriate insurance cover. Without this the placement cannot be authorised.

How many hours will my child work?

This normally depends on the usual working hours of the industry where they are placed. It is recommended that students should not be asked to work more than a standard eight-hour day.

How you the parent/guardian can help

Encourage your child to find their own placement, help them find appropriate contact information about the company they are aiming to contact.

Before placement make sure students know:

- Where they are going and how to get there
- Who to ask for on arrival
- Start, finish and break times
- Arrangements for lunch, packed lunch/money
- What they should wear

During the placement, please ensure students:

- Attend their placement and are punctual
- Notify the school and employer if they are unable to attend
- Understand the goodwill of the employer and are realistic in what to expect
- Are encouraged to have a positive attitude
- Get plenty of sleep
- Talk about their day
- Keep a diary

Important Information

Unifrog

This is the database school uses to gather all the information about the placement from employer and to gain consent from parents.

You can find out more about Unifrog by clicking on this link

<https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool>

Students will be shown how to input the information on Unifrog during tutor time.

Finally, things to remember

Work experience is about **experiencing the workplace**, it may assist in career choice, but this is not the main purpose.

Employers receive no payment for taking young people on a placement, it is purely goodwill.

The travel to and from the workplace will be the responsibility of the parent/carer

This is a fantastic opportunity for all students, I look forward to supporting you and your child through the process. Please feel free to get in touch if you have any questions or queries. Good luck 😊

Work Experience Coordinator

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