



NEWMARKET ACADEMY

WORK EXPERIENCE 2018

GUIDE FOR PARENTS



Monday 14th – Friday 25th May 2018

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Introduction

Dear Parents/Carers

As part of the work-related learning curriculum at Newmarket Academy, every Year 10 student is expected to undertake two weeks' Work Experience. Our period of Work Experience this year is from **Monday 14th to Friday 25th May 2018**. PLEASE NOTE: this is much earlier in the year than in previous years, and students will go straight into the half-term break afterwards.

Work Experience allows the students to experience the world of work which can help them make informed decisions about future careers and career routes, as well as find out what kind of employment might or might not suit them, and what skills they need to develop.

The Academy is able to offer a number of placements for the students to choose from, mainly based in Newmarket and surrounding villages. The placements offered include a wide range of occupations including retail, education, catering and hospitality, the racing industry, childcare, and various office-based placements.

However, we would strongly suggest that students source their own placements, especially if they are very specific about what sort of placement they would like. Perhaps there are family members or friends in a suitable work setting who may be able to help, although we do find that it is more beneficial for the students if they are working with someone from outside their immediate family network.

Many schools no longer offer the opportunity for all students to take part in Work Experience, however, because Newmarket Academy recognises the value and importance of Work Experience, we are committed to continuing to offer the scheme. The cost of implementing this is rising every year, and as such we are obliged to ask parents for a voluntary contribution of £10 to enable us to continue to offer this important aspect of education. Further details will be sent to you nearer the time.

I would stress that Work Experience is not necessarily intended to be an insight into a chosen career, but simply an opportunity to experience the broader demands, routines and hours of working life. It is more meaningful if it is a placement that is within a field of interest to them, however please bear in mind that many professions such as the emergency services and some trades are unable to offer Work Experience for a number of reasons, eg health & safety, and confidentiality.

I hope this booklet will give you the information you need to ensure your son or daughter has a rewarding Work Experience placement. Should you have any questions or concerns please do not hesitate to contact me at the Academy on telephone number 01638 664412, or email Becky.Williams@newmarketacademy.co.uk.

Yours faithfully

Mrs Becky Williams
Work Experience Co-ordinator

Important Dates

- NO LATER THAN:**
- Deadline for Own Placement forms ➤ Friday 19th January
 - Deadline for selections from Academy list (if applicable) ➤ Friday 9th February (Half Term)
 - Placements allocated and info given to students/parents ➤ Thursday 29th March (End of Term)
 - Interviews with allocated employers ➤ Start of Summer term

WORK EXPERIENCE PLACEMENTS

14th – 25th May 2018

- De-brief, thank you letters, evaluation ➤ Monday 4th June 2018

Students' Own Placements

We strongly suggest that your son or daughter sources and arranges a placement for themselves, particularly if they are very specific about the sort of placement they want. However, we do recommend that it is not usually beneficial for the student to work under the direct supervision of parents/carers, or other relations, as we feel that the social side of working with unfamiliar colleagues is lost. Having said that, it is usually acceptable for a student to apply for a placement within the same company where they will not be working directly with their relation.

Once you have identified an employer who is willing to offer your son or daughter a placement, there is a form available from the office which should be signed by the employer, and also by the parent/carer. This should then be returned to the Work Experience Co-ordinator as soon as possible, and definitely by the published deadline. The Academy will then contact the employer for further details, and if all is in order we will allocate the student to their chosen placement.

It is very important that the Work Experience Co-ordinator is kept informed about the progress so that students can be allocated to their chosen placements before the general list is made available, and also so that Health & Safety reviews can be arranged as early as possible.

Please bear in mind that if you arrange a placement away from the local area we may have to pay an outside agency to carry out a Health & Safety/Suitability check on our behalf. We are not able to cover this cost, and therefore we have to pass it on to parents. It is usually in the region of £45, although placements in London can cost up to £70 or more.

You should also make sure you are able to get your child to and from their placement each day, as responsibility for this lies with parents/carers, and not the Academy. If no transport is available, please ensure that the placement is within safe walking or cycling distance from home.

If you arrange a placement with a need to reside away from home, please note legal responsibility lies with yourself to ensure your child receives suitable accommodation and supervision. It may also prove difficult for school staff to visit students on such a placement but arrangements will be made to contact them by telephone.

I should point out that some industries are particularly difficult to gain placements in and only have limited placements available. These include the veterinary profession, journalism, art and design, law, accountancy, and some trades such as plumbing or carpentry. Other occupations such as farming, nursing and some building sites can be very high risk, so prefer not to take anyone under 16, making them unsuitable for our Year 10 students. In any case they would certainly have limitations as to what kind of tasks the student can undertake.

NO PLACEMENT CAN BEGIN UNTIL THERE IS AN UP-TO-DATE HEALTH & SAFETY REVIEW IN PLACE, AND WRITTEN PARENTAL CONSENT HAS BEEN RECEIVED BY THE ACADEMY.

Academy Placements

During the Autumn term, the Academy makes contact with many local employers with whom we have built up a relationship over the years. We ask them if they are willing to help with Work Experience by offering any placements for this year at their establishment. They are asked to provide the job details, including contact information, as well as a brief description of the kind of tasks a student would be involved in. They are also asked to confirm that they hold the relevant insurances to cover a student on Work Experience.

Then, once replies have been received back from all of them, the list of offered placements is made available to students. They can then browse the list and select between 3 and 5 that they would be interested in taking up, and place them in order of preference. (Please bear in mind that some employers prefer to offer placements for one week only, and actually some students find it more beneficial to attend two different placements for one week each.) Once every student has made their selections, we will go through them and allocate each student to a placement of their choice. (It usually works out that we are able to give them one of their 5 choices.)

Please note, some employers such as Waitrose, Arken POP, The Bedford Lodge hotel, and some schools prefer to interview students before offering a placement, and this will be detailed on the placement information if relevant. If these jobs are selected, arrangements will be made for an interview to be attended before placements are allocated.

All Placements

When all of the students have been allocated to a placement, each of them will be given more detailed information about their individual placements. This includes:

- The job description
- The address and telephone number of the placement, including a named contact
- The health and safety information, any identified risks and control measures implemented, and any prohibited or limited tasks.

These details are also sent home to parents/carers with a consent form to be signed by the parent/carer AND the student, and sent back, giving any medical or other information that the employer may need to know.

In the meantime, within the Academy, students are asked to make contact with their allocated employers, and arrange to go along for an 'interview'. This is very important, as not only is it helpful for your son/daughter to meet with the employer before starting the placement, but it also provides an opportunity for any questions to be asked, and for any problems or worries to be dealt with well in advance.

NO PLACEMENT CAN BEGIN UNTIL THERE IS AN UP-TO-DATE HEALTH & SAFETY REVIEW IN PLACE, AND WRITTEN PARENTAL CONSENT HAS BEEN RECEIVED BY THE ACADEMY.

Allocation of Academy Placements

Early in the Spring Term, the list of offered placements will be made available for students who have not arranged their own placement to browse, and we ask that they select 5 placements that they would like. They can then put them in order of preference. Once they have all made their selections, we will then be able to work through and allocate each student to, in most cases, one of their 5 choices. If this is not possible, we will always discuss alternatives with the student in order to find them a placement that they will be happy with.

Please note, some employers will only offer placements for one week at a time, so if your son or daughter selects one of these, they should be aware that they will be allocated to another placement for the remaining week, again usually from one of their other choices.

Health & Safety

As an education provider, we are obliged to ensure the safety and well-being of our students at all times during the school day, including when they are taking part in off-site educational schemes such as Work Experience. We are therefore extremely stringent in ensuring that each and every placement undergoes a rigorous suitability check by a competent person, and any control measures which are deemed necessary are put in place by the employer. If we are not satisfied that the placement is completely safe and suitable, we cannot allow it to go ahead.

If you arrange a placement for your son or daughter which is outside of Suffolk, we have to request an out-of county agency to carry out a suitability review on our behalf, which we have to ask parents to cover the cost of. It is usually in the region of £40 - £45, although placements in London can sometimes cost up to £70 or more.

NO PLACEMENT CAN BEGIN UNTIL THERE IS AN UP-TO-DATE HEALTH & SAFETY REVIEW IN PLACE, AND WRITTEN PARENTAL CONSENT HAS BEEN RECEIVED BY THE ACADEMY.

Contacting Employers

Once every student has been allocated to a placement (most likely during the 2nd half of the Spring term), they will be required to put together some information for the employer in the form of a CV or Resumé, which they will work on in school. Following this they will then have to telephone the employer to make arrangements to attend an 'interview'. This is vital, as sometimes if the employer does not hear from the student they may assume the placement is not required and will offer it to someone else from another school.

NB. If the student has arranged their own placement, it may be the case that they have already attended an interview, and therefore it may not be necessary for them to attend another one. This is a decision for the employer, and so the student should still make contact to ask.

Work Experience Workbook

Every student will be given a Work Experience Workbook, in which they should record their experiences, starting with the interview process. They can fill in all the details of their placement, including contact information, what they will have to wear, and how they will be travelling to and from their place of employment.

The main body of the booklet should be completed in the form of a 'diary' for each day the student attends the workplace. They should take the booklet with them every day, and they should complete it on a daily basis while their experiences are still fresh in their mind.

There is also provision within the booklet for the employer to give an assessment, both of the interview, and of the placement overall.

The Workbook should be brought into the Academy when students return, as it will be used in the de-briefing conference that we hold.

The Workbooks will be collected in and will be read, but ultimately they will be returned to students for their safe-keeping. They can prove to be very valuable as a point of reference, particularly when applying for college courses or employment in the future.

During the Placement

Every student will be visited at least once whilst on their work placement by a member of Academy staff. The staff member will ask the student about the sort of tasks they have been doing, and find out how they feel it is going. They will also speak to the employer to get some feedback from them. In the majority of cases, employers are full of praise and positive comments; however this is also an opportunity for any small problems that have arisen to be addressed. The staff visitor will also ask to see the student's diary, to ensure it is being completed adequately.

NB. If the student is on a placement which is out of the local area, and a visit is not possible, a member of Academy staff will telephone the company instead.

Attendance

During the period of the Work Experience placement we ask you to ensure that both the employer and Academy are informed as soon as possible if for any reason your son/daughter is unable to attend on a particular day.

Problems during the placement

In the unlikely event that any problem, issue or nagging concern should arise during the placement which cannot be resolved with the employer, please contact Mrs Becky Williams or Mr Richard Hall at the Academy. If neither of these members of staff are available, your call will be re-directed to a colleague who will be able to help, or alternatively someone will call you back as soon as possible.

After Work Experience

When the students return to the Academy at the end of Work Experience, we run a de-briefing conference where students are able to review their placements. They will also be asked to write a letter of thanks to their employers, and to reflect on what they have gained from their experience. They will be given guidance on the structure and content of these letters, and they will be checked and posted from the Academy office to ensure all employers receive an acknowledgement of the time and effort that goes in to accommodating our students at their establishments.



Summary – Student’s Guide to the Work Experience Procedure

<p><u>AUGUST/SEPTEMBER ONWARDS:</u> Think about the sort of work experience you would like, and try to identify some companies in and around the area that you could approach to ask if they would take you. This is especially important if you are very specific about the kind of placement you want.</p>	<p>COMPLETE BY: N/A</p>
<p><u>OCTOBER ONWARDS:</u> Begin to contact employers to ask if they will take you. If yes, ask them to complete the ‘Own Placement’ letter which is available from Mrs Williams in the Academy office. Your parents should sign this as well, and you should hand it in to Mrs Williams AS SOON AS POSSIBLE – no later than Friday 19th January 2018.</p>	<p>COMPLETE BY: 19th January</p>
<p><u>FEBRUARY:</u> If you have not arranged your own placement, you will be given instructions to view and select the jobs which are available. You should choose 5 placements in total, and you can put them in order of preference. Make sure you will be able to get to and from any placements you select.</p>	<p>COMPLETE BY: FEB Half-Term</p>
<p><u>FEBRUARY HALF TERM:</u> After the break, Mrs Williams will begin to allocate students to placements. Make sure you have made your selections, and make sure your parents know what you have chosen, so you can be sure you are able to get there etc etc.</p>	<p>COMPLETE BY: Early March</p>
<p><u>APRIL/MAY:</u> You will be required to telephone your employer and arrange to attend an interview. (This interview should take place out of school hours if at all possible.)</p>	<p>COMPLETE BY: Beginning of Summer Term</p>