

## FREQUENTLY ASKED QUESTIONS ABOUT YEAR 10 WORK EXPERIENCE

### ***What is the purpose of work experience?***

The principle purpose of work experience is to introduce students to, and broaden their knowledge of, the world of work. At the same time, the emphasis is on developing self-awareness, whilst providing the opportunity to develop skills seen as being most valuable to employers. These include: communication; problem solving; teamwork; business awareness; use of technology; personal development and self-management. Work experience can be used to 'test drive' a possible future career option, but equally it's the chance to try something new, gain confidence and make useful contacts for the future. We would expect the placement to provide meaningful and purposeful work, involving some observation, learning and carrying out a variety of tasks involving increasing responsibility. Importantly work experience should enable students to gain a clear understanding of expectations in the workplace.

### ***Where can I go on work experience?***

Students can complete their work experience in almost any type of organisation, although the placement must be based in the UK and must meet health & safety requirements. There may be limitations in terms of age-restrictions, e.g. many medical-related placements are only available to young people aged over 16 years and some companies might not take students if they cannot ensure their safety. However it is best to approach as many organisations as possible in the hope that they offer a work experience programme.

### ***Who finds the work experience placement?***

It is the responsibility of the student, with the help of their parent/carer, to find their own work experience placement. Help, advice and administration support is provided by the school, but we do not source the placements. Indeed, the process of researching possible options and ultimately actually securing a suitable placement is a vital aspect of the career learning derived from work experience. Typically students will source placements through existing networks of family and friends. Additionally, there are lots of resources and information available on the web in relation to finding suitable placements, including at [Success at School.org](http://Success at School.org). Most importantly, with the deadline being 2 February 2018 students should seek to secure their placement as soon as possible, because the process may take a while if the student needs to chase the employer for the return of the paperwork.

### ***What are employers looking for?***

Employers will understand that at a relatively young age, students are unlikely to be able to provide evidence of previous relevant work experience as part of their application. Nevertheless, they will expect to see evidence of a student's general skills and qualities, such as:

- Their ability to use their initiative, organise and manage themselves effectively

- Their ability to get on with people, to work as part of a team and to communicate well with others
- Their ability and willingness to learn new things
- Their ability to be enthusiastic, hardworking and loyal
- A positive attitude and a keenness to learn are also highly regarded in the world of work

***Can I be paid for work experience?***

Students cannot be paid for work experience, although employers may offer expenses in relation to travel and subsistence, but this is at their discretion must be agreed between you in advance. The school is unable to meet any additional costs incurred as a result of work experience.

***Can I work with a close relative?***

A close relative may be able to help arrange a placement where she or he works but we would not encourage students to work directly with parents as it can create difficulties for the employer. In our experience students gain far more from the placement, and build greater confidence, by working with new people, slightly outside their comfort zone.

***What are the hours of work***

Students will be expected to work normal hours worked by young employees of the organisation.

***If Careers Week is in July, why is the deadline February?***

Once students have advised us of their placements and provided parental consent, there is a significant amount of paperwork and health & safety checks that we must complete. Also if the student is unable to find a work placement or if the placement falls through, the student will be incorporated into the Careers Taster Week. In February we need to finalize the numbers for the Taster Week so that we can inform the providers who are delivering the Taster Week sessions.

***Why is there an administration fee for Work Experience?***

It is of paramount importance to us that our students are safe whilst on work experience. This is why we ask for risk assessment and insurance details from the employer. We also write to each employer before the start of the placement outlining our expectations, we aim to visit or call every employer during the week and upon completion of the placement we request their evaluation of the programme. Equally, whilst on placement, we ensure that both employers and students are able to contact us at any time with any concerns or queries. We also prepare students prior to their placement, making sure they are fully equipped to get the most out of their experience. The £35.00 fee therefore is a contribution towards the cost of all the administration associated with the work experience programme.

***How do I confirm the placement with the school?***

Once you have agreed a placement with an employer, you must provide them with a copy of the *Bromley Notes for Parents and Employers*, and a copy of *HSE Guidelines for Employers*. In addition to this you must ask them to fully complete the *Work Experience Placement - Employer Form*. All these forms can be found on our website "*Enrichment/Careers/Year 10 Work Experience*". Please note that

employers MUST provide a **risk assessment** and **have insurance in place**. Please then return this, together with the *Parental Consent Form* either by email to [cgreen@newsteadwood.bromley.sch.uk](mailto:cgreen@newsteadwood.bromley.sch.uk) or pop in the *Careers Box in Reception*.

***Who should I contact if I have any questions?***

In providing these FAQs we have sought to offer as much information as possible about the work experience programme. However if you have any further questions, please contact Caroline Green – Year 10 Careers Co-ordinator.