

# CAREERS @



Yr10 Work Experience –  
Information and  
Permissions Pack.

**Raising Aspirations** Raising Achievement

Dear Parent/Carer

In reference to the Year 10 Work Experience week from 1<sup>st</sup> to 5<sup>th</sup> July 2024 , I would like to ask for your assistance in supporting your son/daughter with finding a placement.

**Enclosed are a number of key documents:**

1. A letter to employers (Form A)
2. A Work Experience check list (Form B) to help you keep track of the process.
3. We will assume that all parents support this day week unless we receive information from you to the contrary.
4. Placement Agreement Form (Form C) to be completed by yourselves and the employer
5. A template letter to contact employers (Form D)
6. Services for young people- private placement form and guide sheet (Form E)
7. Link2 quick guide (Form F)

Please complete and return the enclosed Placement agreement form (Form D) to your child's form tutor by **Friday 19<sup>th</sup> April 2024**.

Competition for placements this week are likely to be in huge demand. We are urging your son/daughter to make contact and agree arrangements with their employer in plenty of time so that they are not disappointed, but also have relatively free choice of where they would like to attend.

Using a family member or a friend of the family to help you secure this work experience has always been an important feature of this event but even more so this year. They will know you and your family and be able to reassure their manager that your child is a responsible student. Some students occasionally cite a barrier to organizing WEX because some professions are unable to support work placements due to the nature of their business. For example, doctors, barristers, forensic scientists, Police, and some factories. If this is the case, they should actively seek WEX in other workplaces- the transferable skills (competencies) learned and practiced can be discussed at job, college, university, and apprenticeship interviews and will give them the chance to explain how these lessons can be applied to their future career/course.

A number of HCC secured work placements will be offered to students in early May 2024. If your child/ren have been unable to find their own placement before then. This will ensure that they too can benefit from the work experience week. Please note, there are no guarantees that the industry sector or job type that you child/ren are interested in will be available, as we are reliant on job offers from the local employers. Historically, jobs offered have been in primary schools, local restaurants and shops, garages, hairdressers and barber shops, etc.

Please contact me if you have any questions.

Yours sincerely

Jemma Savo

Assistant careers Coordinator at Nobel School



Dear Sir/Madam,

This letter has been passed to you by an employee who would like to offer one of our Year 10 (aged 14-15) students the opportunity to complete a week's work experience at your company between 1<sup>st</sup> to 5<sup>th</sup> July 2024. This obviously needs your approval and will require some level of planning. I would like to provide you with a little information about what it is and why we do it in order for you to reach a decision.

Quality work experience placements make an invaluable contribution to ensuring that students have a broad and balanced curriculum and moves students learning from the classroom into the world of work. It also provides an understanding of the expectations made of an employee, and their responsibilities whilst at work.

The student will:

- not require payment
- be a visitor for the week and be covered by your Public and Employers' Liability Insurance

Through work experience, our aim is for students to:

- appreciate what is involved in a week of work
- carry out straightforward and safe tasks under supervision
- form an appreciation of the different vocational areas within the world of work
- understand the needs of different businesses/organisations
- recognise how work in the classroom relates to developing skills for their future employment

Your involvement will enable work-related learning for this student to be both practical and relevant to the future demands of life at work and home. A close relationship with education can be a sound investment. Today's young people will shape your future in many ways – as employees, as customers/consumers and as citizens.

Your staff who participate in the work experience, such as by training or buddying up with them, develop a wide range of skills. For example, employees may improve their teaching and communications skills and may find more effective methods of working.

Work experience students can also bring a new range of insights with them to your business which may help your existing employees. You will also improve the students' knowledge and skills and provide them a real view of your industry or your company.

I do hope that you will be able to support us. Should you require any points clarified, please contact me directly. I look forward to your support with this work experience opportunity.

Yours sincerely

Jemma Savo  
Assistant careers coordinator at Nobel School

FORM A

# WORK EXPERIENCE WEEK CHECK LIST

**Please retain this document at home.**

1	Identify a company that will accommodate your son / daughter for a week's work experience	
2	Contact the employer seeking permission for the placement (exemplar letter provided)	
3	<p>Arrange a meeting with the employer in order to:</p> <ul style="list-style-type: none"> <li>- Pass on the letter from the school outlining the rationale behind the day</li> <li>- Check that the employer has the necessary Public Liability and Employers' Liability insurance</li> <li>- Inform the employer if your son / daughter has any medical or dietary needs that they may need to be aware of</li> <li>- Ask them to complete and sign the <b>Placement Agreement Form</b></li> </ul>	
4	Return the <b>Placement Agreement Form</b> to your child's Form tutor by Friday 19 <sup>th</sup> April 2024	
5	<p>If you have been unable to find your own placement please use the Link2 webpage to choose three different employers from the HCC job offer list.</p> <p>This needs to be completed by Friday 24<sup>th</sup> May 2024</p>	

# PLACEMENT AGREEMENT FORM

Please return this document to school before Friday 27 March 2024.

School Name	<b>The Nobel School, Mobbsbury Way, Stevenage, SG2 0HS</b>
School Contact Name	<b>Miss Jemma Savo</b>
School Contact Number	<b>01438 222600</b>
Dates of Work experience	<b>Monday 1<sup>st</sup> - 5<sup>th</sup> July 2024</b>

<b>TO BE COMPLETED BY PARENT / CARER</b>			
Name of student			
Date of birth		Form group	
Name and address of work experience provider			
Name of supervisor		Position	
Contact number		Email address	

<b>TO BE COMPLETED BY THE EMPLOYER</b>			
Position of work experience			
Please detail the nature and type of work			
<p><b>Employers' Insurance Checklist</b> Please indicate that you hold the relevant up-to-date insurance cover by completing the section below. We must stress that only those employers with Public and Employers' Liability Insurance will be used for this work experience programme.</p>			
<b>EMPLOYER'S LIABILITY INSURANCE</b>			
Company			
Policy number		Expiry date	
<b>PUBLIC LIABILITY INSURANCE</b>			
Company			
Policy number		Expiry date	
<b>Signed</b>		<b>Print Name</b>	
<b>Position</b>		<b>Date</b>	

*Your Full Address*

*Postcode*

*The Employer's name*

*Full Address*

*Postcode*

*Date*

*Dear Person's name or Sir/Madam,*

I would like to enquire about the possibility of a work experience placement with your company between Monday 1<sup>st</sup> July until 5<sup>th</sup> July 2024

I am a student at The Nobel School, Stevenage and when the work experience starts I will be *(age)*. I am studying *(list subjects and whether GCSE, BTEC, CTEC, OCR Nationals)*

I would like to work *(at your company / in your shop / in your school, you fill in what is appropriate for your placement)* because *(make it sound how interested you are)*

I have *(list any experience that you may have e.g. had a paper round for a year, babysit for friends/family, have a part time job in a local shop.....)*

I am *(list some of your personal skills and qualities e.g. friendly, reliable, hardworking, enjoy meeting people etc)* My personal interests are *(write any down that may help with your application)*

I look forward to hearing from you

Yours sincerely *(if you're writing to a named person)* / Yours faithfully *(if you started Sir/Madam)*

*(Sign your letter)*

*Print your name*

# Work Experience - Private/Own Placement Request FORM F

PLEASE COMPLETE IN BLOCK CAPITALS AND PLEASE RETURN TO THE STUDENT/LEARNING PROVIDER

<b>STUDENT INFORMATION</b>	
STUDENT NAME: .....	TUTOR GROUP: ..... YEAR GROUP:..... AGE: .....
LEARNING PROVIDER .....	WORK EXPERIENCE DATES: .....
<b>COMPANY NAME</b>	
PLACEMENT ADDRESS:	
TOWN:	
POSTCODE:	
TELEPHONE:	
WEBSITE:	COMPANY EMAIL:
WORK EXPERIENCE JOB TITLE:	
BRIEF JOB DETAILS:	
CONTACT NAME AGREEING TO PLACEMENT:	PERSON TO CONTACT IF DIFFERENT:
POSITION:	POSITION:
MOBILE NUMBER:	MOBILE NUMBER:
EMAIL:	EMAIL:
SUPERVISOR:	POSITION:
TELEPHONE NUMBER:	EMAIL:
WORKING HOURS:	CLOTHING ARRANGEMENTS:
MEAL ARRANGEMENTS	TRAVEL ARRANGEMENTS
PRE-PLACEMENT INTERVIEW REQUIRED?      YES / NO	INTERVIEW NOTES (e.g. what to take etc.)
<b>FOR AN EXTENDED WORK EXPERIENCE PLACEMENT:</b>	
Does the person responsible for the student agree to complete a DBS check if required by the learning provider?      YES / NO	
Employers offering Work Experience must agree to undergo a Health & Safety check carried out, on behalf of the learning provider, by Hertfordshire County Council YC Hertfordshire or an alternative approved agency. The assessment will cover Health & Safety in the workplace, insurance and work content, in accordance with Department of Education & Skills requirements.	
INSURANCE—Employers Liability insurance and Public liability insurance cover are legal requirements for Work Experience.	
EMPLOYERS LIABILITY INSURANCE:	
Insurance Provider: ..... Policy Number: ..... Expiry Date: ...../...../.....	
PUBLIC LIABILITY INSURANCE:	
Insurance Provider: ..... Policy Number: ..... Expiry Date: ...../...../.....	
<b>CONFIRMATION OF A WORK EXPERIENCE PLACEMENT OFFER FOR THE ABOVE DATES:</b>	
(This section must be completed/authorised by a company manager or supervisor)	
AUTHORISED BY: .....	CONTACT'S POSITION: .....
PRINT NAME: .....	DATE: .....

# Choosing an Employer

FORM F

Researching employers and sectors of interest and approaching businesses for an 'Own Placement' is a way of securing a valuable work experience opportunity. Employers need to comply with certain criteria in order to be 'passed' as suitable for work experience but most have the necessary Health & Safety measures in place and this is checked by YC Hertfordshire.

## WHAT TO CONSIDER

### EMPLOYER

**INSURANCE** – Employers offering work experience must have Insurance – both Employers Liability Insurance (ELI) & Public Liability Insurance (PLI). Without insurance they will not be considered suitable for a work experience placement.

**HEALTH & SAFETY CHECK** - YC Hertfordshire will contact the employer to arrange an appointment to carry out a Health & Safety check prior to your work experience.

### STUDENT

**TRAVEL** - Make sure that you can get to employer premises, considering both time needed and the cost involved. Please see link below to the '**Travelline**' website this allows you to research your journey to your work experience placement:-

[www.travelinesoutheast.org.uk](http://www.travelinesoutheast.org.uk)

**WORKING HOURS** – Remember to check what hours the employer will expect you work. This can be a maximum of 40 hours a week.

**DRESS CODE** – Make sure you enquire what the dress code is for your work experience so you know what to wear and to ensure you have/or can provide the correct clothing.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** – For certain sectors you may be required to wear PPE to carry out elements of the work you are doing. This is usually supplied by the employer but remember to check if there is a requirement for you to provide 'Safety Boots' or other items.

**REMEMBER TO GET THE EMPLOYER TO SIGN THE OWN PLACEMENT FORM ENSURING THAT THE CONTACT DETAILS & INSURANCE SECTION ARE COMPLETED.**

**PASS THE COMPLETED FORM BACK YOUR LEARNING PROVIDER WORK EXPERIENCE CO-ORDINATOR or ENTER DIRECTLY ONTO Link2+ IF INSTRUCTED TO DO SO**



Before you start make sure you have your PIN Number (given you your by your tutor) and know where you can travel to for your Work Experience Placement. Know how many Employers you can select (your learning provider will have given you this information). You will be informed which Employer you have been allocated at a later date by your learning provider.

