

Year 10 Work Experience

20th to 24nd March 2023

KEY INFORMATION

No Placement Yet?

- You must see MT or NFB immediately to get something sorted out
- It is too late to send applications – we will phone employers
- In the event of not having a placement students will be in school as normal for the week and follow a revised timetable

If you have a confirmed placement

- **What you need to do before Monday 20th March:**
 - Contact your employer – make sure they are expecting you
 - Find out what time you start and finish on day 1
 - Find out what you need to wear
 - Do you need any special clothing e.g. safety boots, overalls?
 - What are the lunch arrangements?
 - Make sure you have thought about how to get there and back

Legal Requirements

- **Before you start the placement you must:**
 - Complete and return the consent form. This will be given out via tutors this week. It must be signed by both parents and students. **You are not legally allowed to start your placement unless this form has been completed.**
 - Collect a **Log Book** from your tutor and complete the details on the first page. You must take this with you next week.
 - Collect an **Employer Report Form** from your tutor – give this to you employer when you start and ask them to complete it at the end of the week.

A successful placement

- Get a good nights sleep – work experience can be a lot more tiring than school
- Be on time (in the morning and after lunch)
- Show initiative
- Be enthusiastic
- Always be polite, courteous and friendly
- Don't be afraid to ask for help when you need it
- Find out as much as you can about the business and the different jobs within it
- Switch your mobile phone off!!

During your placement

- Complete the Log Book each day
- Make sure the Employer Report form is completed at the end
- A member of school staff will visit or phone your workplace once during the week

Problems

- If you are ill and unable to work you must immediately contact the employer – then phone the school absence line by 9.30am
- Work experience can be challenging and sometimes difficult – Don't give up straight away. Remember you are in the real world and not at school.
- If there is a serious problem you should contact the school before 5pm
- You **must** report any accidents (however minor) to the employer and the school

Gifts, Payments and Rewards!

- There is **no** expectation for any employer to pay you at the end of the week – work experience is a school activity
- Under no circumstances should you ask how much you're going to be paid!!
- However, many employers will reward a **good student** with small payments, gifts and offers of part-time work – also depends on the type of business you are working in.

After the placement

- Make sure your Log Book is completed and return it to your tutor on Monday 27th March
- Return your Employer Report form at the same time (some employers may post it directly to me)

Thanking your employer

- We would like all students to thank their employer either by email, letter or phone
- Some students may decide to apply for part-time jobs or even apprenticeships at the end of Year 11
- You may also want to ask your employer for a reference to help you gain future employment

GOOD LUCK!