

# Year 10 Work Experience

**18<sup>th</sup> to 22<sup>nd</sup> March 2024**

**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 18<sup>th</sup> March:**
  - Check your Unifrog account – Placements
  - 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:**
  - Check Unifrog to see that your employer AND parent/guardian has completed their part of the documentation process. **You are not legally allowed to start your placement unless this has been completed.** If this has not been completed, please politely ask for this to be done by Friday!
  - Mr Bartlett and Mr Thompson are currently checking all of the insurance documentation. **If your employer does not have appropriate insurance, then the placement cannot go ahead.** We will inform you if there is a problem.
  - **If any of the above is not completed in full, the placement cannot and will not go ahead. You will be expected to be in school as per usual, this is a legal requirement!**

# A successful placement

- Get a good night's 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

- A member of school staff will visit or phone your workplace once during the week to check in with you. Make sure you tell them how fantastic you are getting on, or if you have concerns
- A Microsoft Forms will be sent to you toward the end of the week for you to evaluate your own placement
- A Microsoft Forms will be sent to your employer toward the end of the week to let us know how you have got on. (Rewards will be distributed to the most successful students)
- Historically, many students have been offered apprenticeships or paid jobs from their employers. Remember to represent yourself in the best possible way! Every employee or customer you come across next week may be a future one, so make a good impression! "Who you know" in some industries can be a real help when trying to get employment

# 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.



# School Rewards!

- The returned employer forms will indicate to us how well you have done (a polite reminder on the last day wouldn't go amiss...)
- There will be several categories e.g. enthusiasm, initiative, time keeping etc.
- All students who receive full marks in any one of the categories will be entered into a raffle to win an Amazon gift card and will receive positive points on Bromcom
- The more categories you get full marks in, the more likely you are to win one or more of the amazon gift cards!

# After the placement

- Make sure yours and your employers Microsoft Form is completed and returned by Monday 25th March
- This will allow time for the rewards to be finalised and organised for a celebration assembly after the Easter holidays
- If you have any photos of your placement which you are happy sharing, please send them to Mr Thompson or Mr Bartlett

# 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!**