



# Venerable Bede CE Academy



## Year 10 Work Experience Information 2024

Name: .....

Tutor Group: .....



## WORK EXPERIENCE – KEY DATES & DEADLINES

Monday 22 <sup>nd</sup> April 2024	Deadline for finding a placement and the return of forms.
Monday 8 <sup>th</sup> July – Friday 12 <sup>th</sup> July	Work experience week.
Wednesday 17 <sup>th</sup> July	Return of Log Books and reflection lesson during PD.

### Careers on Foldr

All documents and support information for applications can be found on Foldr in 'Careers/WorkExperience'.

### Financial support for eligible pupils

Pupils in receipt of pupil premium/free school meals are eligible to claim back any travel expenses which may have occurred if travelling by bus or train to a work experience placement.

### Support for pupils with special educational needs and disabilities

The Careers Team is supported by the school's SENDCo Assistant (Miss Brough) when facilitating work experience placements for pupils with SEND. Parents and carers should share the relevant information regarding any special educational needs and disabilities directly with the employer.

For any questions regarding work experience and SEND, please contact Miss Brough directly at [laura.brough@nllt.co.uk](mailto:laura.brough@nllt.co.uk).

### Pupils with medical conditions

The Careers Team is supported by the school's Lead Practitioner for Medical, Physical and Mental Lead (Mrs Chipp) when facilitating work experience placements for pupils with medical needs. Parents and carers should share the relevant information regarding any medical conditions and medication directly with the employer.

For any questions regarding work experience and medication/medical needs, please contact Mrs Chipp directly at [jackie.chipp@nllt.co.uk](mailto:jackie.chipp@nllt.co.uk).

## WORK EXPERIENCE

### Introduction

Work experience forms an integral part of the Careers Education, Information, Advice and Guidance (CEIAG) which is offered by Venerable Bede CE Academy. Our aim is to offer pupils a high quality and meaningful engagement with employers to give them a valuable experience of the work environment and develop their employability skills. We aim to fully involve pupils in this experience by encouraging them to **seek their own work experience**.

### General Information

It is policy at Venerable Bede Academy that all work experience is **unpaid**, as the employer is providing the opportunity for the pupil to gain new skills/knowledge in exchange for their time.

The Working Time Regulations (1998) applies to pupils under the age of 16 on work experience placements; and as such:

- They should not work for more than 5 days in any consecutive 7 day period
- Pupils under the age of 16 are only permitted to work between 7am and 7pm

### Organisation of Work Experience

Any queries regarding any work experience should be emailed to Mrs Tracey [holly.tracey@nllt.co.uk](mailto:holly.tracey@nllt.co.uk).

Pupils are expected to play a key part in organising their own placement. This arrangement supports the pupils as it encourages them to use their own initiative and practise their communication skills as they speak with employers.

Any pupils who are struggling to find a work experience placement themselves will be supported by Mrs Tracey and the Academy. The Academy has some links to employers who may offer placements and can also guide pupils to the necessary contacts where needed.

The Academy will centrally collate and monitor work experience placements, including consent forms received from employers to confirm placements. Pupils will not be allowed to attend a work experience placement if an employer declaration form has not been received by the Academy due to health and safety guidelines.

### Preparation for Work Experience

Employers who have agreed to offer placement/s are required to read and sign our expectations for them, contained in the Venerable Bede Academy work experience protocol. Pupils will also be issued with an application form which requires employers to sign to confirm they have the appropriate Employer Liability Insurance (ELI) and risk assessments in place before the placement commences.

Pupils will be provided with a log book to record their experiences and feelings before, during and after their placement. A letter will also be given to parents before the placement begins to outline final details.

## **During Work Experience**

The expectation is for pupils to behave in an exemplary manner during their work experience, as they are ambassadors and representatives of Venerable Bede CE Academy.

Pupils are required to complete their log book during their placement, detailing their activities and assessing their progress. There will also be a section for the employer to complete, evaluating overall performance and providing feedback. This log book will be an important record for the pupil to keep for future education/employment applications.

Any issues reported either by pupils, parents/carers or employers will be dealt with in a timely manner by an appropriate member of staff.

Attendance at work experience placement is classed as attendance at school and therefore any absence must be reported to **both the employer and school** following the relevant procedures. Pupils will be made aware of employer procedures of reporting absence before their placement begins. Please note that if your son/daughter does not attend their placement, their school attendance will reflect this as if days missed were from school.

## **After Work Experience**

Evaluation sheets in log books will be collated, logged and any negative feedback discussed with the pupil. Log books will be returned to pupils after work experience to support future careers related activities.



## Venerable Bede CE Academy Work Experience Protocol

### Expectations for our pupils:

- 100% attendance with excellent punctuality is expected, along with an enthusiastic approach to tasks and a willingness to learn new things.
- If you are unable to attend your placement due to illness/unforeseen circumstances, you must ring **both** the placement **and** school by 8.30am (even if you have been off previous day/s).
- You must ensure you are dressed appropriately for your placement. Dress code must be agreed with/discussed with the employer in advance.
- You should remember you are ambassadors for Venerable Bede CE Academy and should conduct yourself in a professional and courteous manner at all times.
- You must ensure you complete your work experience booklet during your placement and ask your placement supervisor to complete the evaluation form at the end of the placement.

### Expectations for parents:

- Please encourage your child to be positive about their work experience placement; new places and people can be daunting however the experiences they will gain are invaluable for their success in the future.
- Please support your child in ensuring they are dressed appropriately for their placement. Please contact [careers@venerablebede.co.uk](mailto:careers@venerablebede.co.uk) should you have any concerns over this or need help ensuring your child is dressed appropriately for work.
- Please prepare with your child how they will get to their placement and what time they will need to set off. If pupils need to catch a bus etc. Please prepare with them how to do this successfully and safely.
- Please contact school on the email address above should you have any concerns or queries about your child's placement.

### Expectations for employers:

- A Health and Safety induction will be conducted with the work experience student and training will be given on any equipment used.
- The Academy will be informed immediately if the student is involved in an accident
- The Academy will be informed as soon as possible on the day if a student fails to attend the placement.
- The Academy will be informed of any unacceptable conduct by the student or any concerns raised about the student, in order that these may be dealt with swiftly and accordingly.
- Any staff in contact with the student should conduct themselves in an appropriate manner i.e. use of mobile/camera phones in the interest of safeguarding and should avoid any words or actions which could be misinterpreted. There should be no contact via social media with placement students and staff.
- **Any use of photographs of the work experience pupil will need to be pre-approved by the Academy, who will liaise with parent/carer.**
- The placement supervisor will complete an evaluation form at the end of the work experience placement.
- **Required policies and procures to engage in work experience placements include: Current Employer Liability Insurance Policy, Health and Safety Policy and H&S risk assessments for high-risk activities, suitable for a young person.**



**Venerable Bede CE Academy  
Work Experience Application Form**

**DEADLINE FOR COMPLETED FORMS: Monday 22<sup>nd</sup> April**

<b>Pupil name:</b>		
<b>Form group:</b>	<b>Date of birth:</b>	<b>Age:</b>
<u><b>Pupil contact details</b></u>		
I give permission for my child's Medical /Health information to be shared with the Work Experience Employer when placement agreed and approved by all parties.		
<b>Parent Name:</b>		<b>Date:</b>
<b>SECTION TO BE COMPLETED BY EMPLOYER</b>		
<b>Placement name and address:</b>		
<b>Contact (name and position):</b>		
<b>Email:</b>		
<b>Contact number:</b>		
<b>Type of work to be undertaken on placement/duties:</b>		
<b>Period of work experience:</b> Monday 8 <sup>th</sup> July 2024 – Friday 12 <sup>th</sup> July 2024		

Employer: Please take a few moments to answer the following questions	Please tick	
Do you have employer liability insurance?* Please give details below:  Name of insurer:  Policy no:  Expiry date:	<b>YES</b>	<b>NO</b>
Do you consider this placement to be of low, medium or high risk? <i>(High risk placements include construction, agriculture and manufacturing, motor vehicle workshops &amp; garages etc.)</i>  Details:		
Do you employ people under the age of 18?	<b>YES</b>	<b>NO</b>
Have you had work experience students before?	<b>YES</b>	<b>NO</b>
Do you have in place appropriate risk assessments/risk management strategies?	<b>YES</b>	<b>NO</b>
Will an induction process take place which includes the sharing of appropriate risk assessments/risk management strategies with the work experience student?	<b>YES</b>	<b>NO</b>
Will there be adequate supervision while the student is on work premises?	<b>YES</b>	<b>NO</b>
Will there be adequate supervision if the placement requires the student to leave the main premises?	<b>YES</b>	<b>NO</b>
Will there be times when the student is working with someone who is classed as a lone worker?	<b>YES</b>	<b>NO</b>
Will the placement involve working with vulnerable adults/children?	<b>YES</b>	<b>NO</b>
Has the company been advised by the HSE not to take on work experience students?	<b>YES</b>	<b>NO</b>
Does the placement require a uniform/safety clothing?	<b>YES</b>	<b>NO</b>
If the placement requires a uniform/safety clothing, will this be provided for the duration of the work placement?	<b>YES</b>	<b>NO</b>
Is a pre-placement interview required?  If yes, please give details:	<b>YES</b>	<b>NO</b>
I have read and understood the Venerable Bede CE Academy work experience protocol.	<b>YES</b>	<b>NO</b>
<b>*Please provide a copy of your liability insurance alongside this form.</b>		

Please give any further information that you feel it is relevant for the Academy to know about the placement/work undertaken:

**General information**

- Dress code expected:
- Working hours:
- Break arrangements:
- Is there a place to buy food on/near the work premises? Approximate cost of lunch (if applicable)?
- Who to report to on first day:
- Where should pupils report on the first day?
- Who should they contact in the case of illness/absence? (*Name/telephone number*)
- Details of Induction:

<b>Name: Employer</b>	<b>Signature: Employer</b>	<b>Date:</b>
<b>Name: Parent/carers</b>	<b>Signature: Parent/carers</b>	<b>Date:</b>
<b>Name: Pupil</b>	<b>Signature: Pupil</b>	<b>Date:</b>

**SECTION TO BE COMPLETED BY MEMBER OF VBCEA CAREERS TEAM**

<b>Placement considered by:</b>	<b>HPE VDG</b>	
<b>Date of consideration/decision</b>	<b>___/___/2024</b>	
<b>Placement agreed Careers Team (<i>please circle</i>)</b>	<b>YES</b>	<b>NO</b>

**Careers Team questions/queries to follow up on:**

**Information to be shared with employer:**

**School contact details:** holly.tracey@nllt.co.uk