

Work Experience

Year 10 Work Experience Guide

2023 - 2024



Millfield
Science & Performing Arts College

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Work Experience

***Monday 18th March 2024 –
Thursday 28th March 2024***

What is Work Experience?

This is a fantastic opportunity for students to gain unpaid, yet first-hand experience of the world of work for a continuous two-week period. It is not our intention to provide an opportunity for job sampling. It is merely an attempt to offer an experience of what being at work is all about. However, if this could be linked to a chosen career path this would be beneficial for the future.

Self-Placements (green form)

We encourage all students to arrange their own placement in an area of their choice. This could link to a career path or support a subject area or qualification. When students arrange their own Self Placements it allows the student to work in a field that they may be interested in for the future. Placements can be organised through a professional contact, a family member or a friend. We want students to choose somewhere that they will enjoy working for 2 weeks and find rewarding. Placements need to be within Lancashire, Blackburn with Darwin, Blackpool, South Lakes, Bury and Manchester.

Once the work experience placement has been confirmed, students will need to ask the employer will to complete a self placement form (green) and ask for a copy of their Employers & Public Liability Insurance. These forms must be returned to school preferably before the deadline in December, as Educational Business Partnership need to complete a number of checks regarding insurance and health and safety.

All Self Placement forms must have a copy of the Employers & Public Liability Insurance attached when returned to school.

A self-placement form has been included in the pack. These forms must be returned to school by **Monday 4th December 2023.**

This form can also be found on our website, under careers.





What jobs are available?

Our students have been to a variety of jobs in the local community finding their own self placements with primary schools, garden centres, office work, cafes, engineering & design companies and a range of shops. An assortment of jobs are available with certain exceptions which are deemed inappropriate for under 16s. Mrs Draper runs a weekly lunchtime drop in to support any students with information, phone calls and emails. Students who cannot or do not wish to organise a Self-Placement can choose one that has been organised by EBP. EBP offer a small selection of jobs and an auto selection process allocates the placements. Each job comes with a job description and conditions of service. All jobs are equal opportunity placements.

Who is Education Business Partnership (NW)?

Education Business Partnership (NW) is a company based in Accrington. It is one of numerous Business/Education link initiatives. The company co-ordinates and supports our work experience programme, they work with many local schools and colleges in the North West.

Transport

Unless specifically stated by the employer, there will be no assistance with travel to the placement. Students must consider this very carefully before making any selections. Lift sharing can be a way around this difficulty.

BTEC/CACHE/CAMBRIDGE NATIONAL Subjects Vocational Technical Qualifications (VTQ)

Students studying a VTQ Course could try to organise a self placement at a place of work which is relevant to their VTQ course. Duties and tasks carried out on the work experience placement would therefore 'fit in' with their VTQ course. Students should speak to their subject teacher about relevant places of work.

When is Work Experience?

The Work Experience placement will commence on **Monday 18th March and run until Thursday 28th March 2024**. We have selected this particular fortnight so that we do not compromise any other aspects of your education. It will also allow the students time when they return to school to share their experiences and discuss any issues with teachers and friends.

Medical Form (Health Matters – yellow form)

To be returned to school by end of December.

It is vital that parents/carers let Mrs. Draper know of any medical considerations that relate to yourself. Parents are to supply full details of all illnesses, allergies, current medication, hearing or visual problems, indeed anything that may affect your ability to discharge the duties of your placement. Students will **not** be allowed to go out on Work Experience if this form is not returned. During the period of placement, students are not expected to have any doctor or dentist appointments. Emergencies are a different matter. Daily attendance will be expected!

Army – 4 Day Residential - Military Insight Work Experience



We are hoping to secure places on the Army insight course for the second week of work experience. This course has proved very successful in the past and the students have gained a great deal from the whole experience. Students will be collected and returned to school.

Students attending the Army course will also need to arrange a Self-Placement for the other week.

What happens first?

All students going into Year 10 have been given a talk during assembly on the reasons for and the benefits of work experience. A pack will be issued to all students/parents including all the relevant forms and information, this information will also be accessible from the school website under Careers – Work Experience. All medical forms and self-placements must be returned to school by deadlines given.

After this time any student who has not arranged their own self placement will make their job selection online. All students will be issued with a pin number to go on the website and view the placements. Viewing placement options can be carried out at home to allow parents to be involved in the process, however selection of their choices will be made in school. Please make sure that if you select a job that you are able to travel to the location (a map of the placement can be viewed online). Six jobs must be selected and guidance will be given in school.

What happens then?

- Students will receive their placement agreement forms (blue) which need to be signed by the **student**, **employer** and **parent** and then returned to Mrs. Draper in A50 by the deadline given.
- The **student** should make contact with the employer once they obtain their blue placement form to introduce themselves and clarify starting arrangements and obtain employers signature on the agreement.
- **Please do not ring on their behalf!**
- A 'Mock Interview Day' has been arranged for 17th January 2024 to assist the students with this.

Offer of Placement / Interviews (Blue form)

Part of the work experience procedure will involve your son/daughter contacting the employer before the job begins. They may well be asked to present themselves for interview, however, many simply wish to break the ice and inform the student of start details prior to arrival.

Once your son/daughter has received their Placement Agreement Form (blue form), they should make contact at their earliest convenience to arrange a meeting. Please lend support to your child in this as it can be quite a daunting undertaking for them. Please refer them to me if they are still anxious. (Mrs. Draper, A50).

Interviews, either verbal via telephone or formal, are an important part of the whole work experience process. Students need to realise the importance of this first contact and the consequence of first impressions.



Mock Interview Day

This will be held in school on **Wednesday 17th January 2024**, in preparation for their work experience. Students will be invited to come into school in 'appropriate' interview wear and staff from the Blackpool & The Fylde College, Blackpool Sixth, Victrex and other professionals will conduct the interviews and provide feedback to the students.

During the placement

If a student is unable to report for work due to illness or other unforeseen circumstances, then parents/carers should:

- 1) Telephone the employer as soon as possible, indicating the nature of the problem and advising as to when you expect a return to work.
- 2) Contact the school with the same information.
- 3) Upon return to school, send a note explaining the reason for absence.

Hours of work

The student will be expected to work the hours that are shown on the job description, which can be considerably longer than normal school hours. Please be aware of clashes this may cause with existing part time jobs or other out of school commitments.

Health and Safety

Issues pertaining to Health and Safety will be addressed by school and/or outside agencies prior to undertaking work experience. Employers will also offer policy and guidelines. However, it is the students' responsibility to follow the company's regulations.

Staff Visits

Every student will be allocated a member of staff from school during their work experience, who will make contact with the employer and visit the student during the placement. The purpose of this, first and foremost, is to support your son/daughter and to help iron out any problems. It is also an opportunity for the school to discuss the way in which your child is coping with the experience.



The Logbook

Every student will receive a journal to complete. This should be kept in pristine condition. As the students take part in work experience programme they can use the journal to record what they learn and collect evidence to show their new skills. This will act as a permanent

record of the activities they have undertaken and the skills they have demonstrated. Please encourage the daily completion of the journal.

Returning to School

Once the students return to school they will then be asked to show their logbooks to their form tutors and complete an online evaluation form about how their placement went. Once we have collected the feedback from students, employers and staff, we hold a celebratory assembly where students who did exceptionally well will receive an award, certificate and badge.



How do you get a work experience placement?

Before your placement

Your work placement is probably your first real step into the world of work. So, it is understandable that you might feel a little nervous before you start. The key to combating those nerves is preparation. Here is a step by step guide to help you get started and get the most from your experience.

Knowing where to go for your placement:

Do not worry if you are not sure about the kind of career you want. Work experience is a great way of trying out a career to see if it is for you.

Before you start to investigate what specific careers it can be helpful to think about what you like to do and where you feel your strengths lie. Ask yourself the following questions:

What are my favourite subjects at school?

What subjects am I good at and which ones do I find more difficult?

What do I enjoy doing outside school? Could I turn my hobby into a career?

What jobs have I heard about or seen other people doing? Could I see myself doing any of these jobs?

If you are struggling to think of where to go on your placement then the Career Pilot will be able to help you. It looks at your strengths and areas of interest which then summarises potential careers that you might be interested in. <https://www.careerpilot.org.uk/>

Researching a placement

Once you know what industry you would like your work experience to be in, speak to family and friends about companies that might have placement opportunities.

Every employer offering work experience must have Employers Liability Insurance or the placement will not be approved. Please check with the company.

Work Experience Letter Template

<Your Name>
<Your Address>

<Date>

<Company Name & Address>

Dear Sir/Madam (or name)

I am a Year 10 student from Millfield Science & Performing Arts College. I would like to enquire about a potential work experience placement at (Company Name), I will be available from Monday 18th March until Thursday 28th March 2024.

I am keen on gaining some practical work experience in (chosen field of work), because (give reasons).

I am (list some personal skills, ie: friendly, reliable, hard-working). In my spare time, I like to (list relevant hobbies/interests).

As an enthusiastic student with a keen interest in what your company does, I would be very grateful to be considered for an opportunity at (company name).

I look forward to hearing from you.

Yours (faithfully if you start with Sir/Madam/sincerely if you are writing to named person)

<Your Name>

KEY DATES

Friday 15th September 2023

Assembly to inform students about work experience

End of December

All completed medical forms, (yellow),
returned to school

Monday, 4th December 2023

Final deadline for all completed
Self-Placement forms (green)

December 2023 / January 2024

Students will be issued with a pin number to go
online and make their selections if a
self-placement has not been completed

Wednesday 17th January 2024

Mock Interview Day

During February 2024

Placement form to be issued to students to go for
interview and obtain employers signature

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