



Blatchington Mill School
and Sixth Form College

INVOLVEMENT, ACHIEVEMENT & CARE

October 4th – 8th 2010

WORK EXPERIENCE

A GUIDE FOR PARENTS

In Year 11, each student has an opportunity to work for one week with a local employer.

The benefits are invaluable:

- Experience of the work environment first hand.
- Applying skills and developing new strategies to deal with tasks.
- Knowledge of and increased confidence with the application/interview process.
- A reference that can be included on their Curriculum Vitae.

This leaflet explains how you can help your son/daughter to make the most of this opportunity. All Year 11 students are given the opportunity to experience working life while they are still at school. For one week they could be working with a local employer selected from the variety of placements on offer, which cover a broad range of interests and skills. The benefits to the student are plentiful, as they get the chance to work alongside adults as part of a team, developing new skills and becoming more confident in their abilities. In addition, it provides each student with a start to their Curriculum Vitae, including feedback from their employer which may be used as a reference for future job applications.

Work Experience Selection Process

Each student must return their parental consent and medical form as soon as possible. Once this has been received by the school, the student will be issued with a password to access the main database of employers. They will then be guided through the process of finding preferred placements that would be appropriate to their interests, skills and ability. This database can then be accessed from home or school, so that each student can benefit from the guidance and support from their parents as well as their tutor.

Places are restricted with some employers and extremely limited in some of the more popular fields of business. **We will do our best to offer students a placement in an area of interest although we cannot guarantee this.** However, all placements offered provide students with the same invaluable experience of the workplace.

Each student will be expected to have an interview with the employer before the work experience week commences and to complete an application form for the employer.

During the work experience week, a member of school staff will visit to monitor the student's progress, talking to both the

student and the member of staff responsible for their day-to-day duties.

How Can Parents Help?

Please ensure the consent and medical forms have been returned. Without the correct paperwork, your son/daughter will not be able to gain access to the database.

Help your son/daughter to decide which area of employment they would like to work in before they begin making their choices online.

Own Placements - Could You Provide a Work Placement?

The students could arrange a placement with family or family friends. The separate form will need to be completed in full, as well as consultation with the Work Experience Co-ordinator. It is important that these placements are within the local area so that the health and safety checks can be completed, as well as the staff visit during the work experience week. It is a requirement of law that these checks are approved before a student is allowed to take their work experience week with the employer.

Therefore, any requests for own placements must be made at the earliest opportunity to avoid disappointment and the possibility of the student missing out on being re-placed if the checks are unable to be carried out or approved.

We always have a need for more work placements and rely on the goodwill of employers to fill that need. If you think you would be able to offer placements to students, complete the form online at your earliest opportunity.

- **Please see Ms Manzaroli prior to arranging Own Placements to ensure that we are not already in contact with the employer.**

During Work Experience Week:

It is important that the student understands the goodwill of employers offering the placement and makes the most of this opportunity by working with enthusiasm and confidence, understanding the necessity for good time keeping and following any dress code of the employer.

Ensure the student is able to travel to and from the work placement.

If your son/daughter is unwell on any day during the work experience week, please notify both the school AND the employer each day that they are absent. If you have any concerns about your son/daughter during this week, then please contact the school at the earliest opportunity.

Checklist

- Return the medical and consent form immediately (if you have not already) so that your son/daughter has the opportunity to access the database.
- Talk to them about which areas of business most interests them.
- Take advantage of being able to access the database from home and talk to them about the variety of options on offer.
- Consider travel arrangements well in advance to the work experience week.
- Encourage them to be diligent about time-keeping, keeping to any dress code and approaching their job with enthusiasm and confidence.
- Encourage them to make the most of this fantastic opportunity.

- Make sure both the employer and the school are informed of any absence on a day by day basis.

If you have any questions or require more information, please check www.blatchingtonmill.org.uk or Y10 Student portal.