

## **Appendix 2: Work Experience**

### **Rationale**

Rainford High and Sixth Form recognises the importance of creating opportunities for students to learn about, through and for the world of work. Work experience placements, in particular, have great value in providing a student with the opportunity to gain insights into the world of work and to develop the skills which university selectors and employers look for and want to be evidenced.

Although work placement is the generally used term, it is important to recognise that it is not the same as a temporary job, as by definition it is a period of *unpaid* work. It is an arranged opportunity for a student to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work. The work experience scheme should seek ways to improve and develop quality links with local industry and commerce and to be able to share ideas on the changing nature of work and how it affects the local economy and labour market.

In line with DfE guidance for Post 16 Programmes of Study, every Year 12 student will have the opportunity to participate in two weeks of work experience in July (one week in term time and one week in the school summer holidays). The Assistant Head of Sixth Form and a member of the Administration Team will oversee the arrangement of placements, but students are expected to source their own placements, in conjunction with these staff and the guidance offered.

### **Aims**

- Work experience should be an integral part of a young person's development and
- should prepare them for the transition from life at college to work and adult life.
- It will enable students to experience the demands and expectations of the adult world
- of work and provide the opportunity to put into practice and see the relevance of skills learned at school.
- It will promote the development of the 'whole person' by providing an insight into the nature and discipline associated with the work environment, which revolves around
- the product or service offered and not the individual.
- It will stimulate a more mature and positive attitude to learning and education and
- enhance academic achievement.
- It will build confidence by enabling students to experience success in an environment other than that at school.
- It will enable the students to make more realistic and enlightened job choices by
- allowing them to try out a vocational preference before committing themselves to it.

### **Year 12 students will:**

- make realistic, informed choices about future qualifications and possible career
- pathways based on the skills, knowledge and experience gained at the placement

- build confidence in mock interviews, pre-placement interview, letters of application,
- writing a CV, communication skills, dealing with adults, debriefing sessions with the Employer and Tutor.

### **Legal requirements and recommended best practice**

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement. The main areas to be aware of are:

#### **1. “Health and Safety at Work”**

The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be ‘employees’ for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an ‘employee’:

- to take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- to co-operate with the employer and to follow instructions on Health and Safety.
- not to interfere with or misuse anything provided for their health, safety or welfare.
- The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed.

### **Working Time Regulations**

Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 18). Young workers may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours. The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.

### **Risk Assessment**

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee’s health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

### **Disclosure and Barring Service (DBS)**

For Post-16 work experience DBS checks are not required. Paragraph 99 of the DfE’s statutory safeguarding guidance states: Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience. This is reiterated in a DfE advice document about post-16 work experience, published in March 2015. It explains, on page 13, that as of July 2012, work experience providers are no longer required to carry out enhanced DBS checks on staff supervising young people aged 16 to 17. However, we would advise a student against a placement where they will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis,

particularly if located in an isolated environment or whilst travelling. Also where the placement has a residential element, unless in an educational setting where staff will have DBS status eg: University department.

### **Employer's and Public Liability Insurance**

Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

### **Motor Vehicle Insurance**

If the student will travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

### **Child Protection:**

The employer is responsible for the welfare of the student during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

### **Please Note:**

As placements are organised by the student and parents, parents need to be aware of these matters and should satisfy themselves that they are happy with the employers' arrangements for the work experience.

### **Appendix 3: Work Experience Template Letter to Employers**

DATE

Dear

#### **Year 12 Work Experience Placement**

Thank you for offering a work experience placement to *(name of student)* from *(Monday ?? to Friday ?? July 20??)*. Work experience is an invaluable opportunity to extend students' learning and we are very grateful to you for making this commitment and giving your time.

Our main aim for students is to give them an insight into working life and to give them the opportunity to work alongside adults, undertaking new tasks and developing their self-confidence in an area that is relevant to their future career aspirations. In addition, students

have been given a list of employability skills on which to focus. Along with other things, these include:

- personal presentation
- enthusiasm and commitment
- communication and literacy, and
- time management and organisation.

Whilst on their placement students will record their learning in a work experience log and we would appreciate your support in helping them to complete this. Towards the end of the log is an 'Employer Assessment' form and it would be very helpful to the student and us if you could complete this with them at the end of the placement. Staff from school may telephone during the placement to ensure that everything is going well.

We would also value any feedback about the administrative arrangements which would help us in future planning.

Please can I ask that you now complete the attached 'Placement Request Form' and either email the return to (\_\_\_\_?\_\_\_\_) or post addressed to (\_\_\_\_?\_\_\_\_) at the school address above.

Thank you again for your help and support with helping our student.

Yours sincerely,

#### **STUDENT INFORMATION**

STUDENT NAME: TUTOR GROUP: AGE:

#### **EMPLOYER INFORMATION**

EMPLOYER NAME:  
EMPLOYER ADDRESS:  
POSTCODE:  
TELEPHONE:  
EMAIL:

*Is employer address where the work experience will take place? If no, please give details.*

WORK EXPERIENCE JOB TITLE:  
WORK EXPERIENCE ACTIVITIES:  
CONTACT NAME AGREEING TO PLACEMENT:  
POSITION:  
EMAIL:  
PERSON TO CONTACT (IF DIFFERENT):  
POSITION:  
MOBILE NUMBER:  
EMAIL:  
WORKING HOURS: am to pm  
DAYS OF WORK: MON / TUES / WEDS / THURS / FRI / SAT  
DRESS CODE: SMART / SMART CASUAL / OTHER:  
LUNCH ARRANGEMENTS / BREAKS:  
TRAVEL ARRANGEMENTS: STUDENT RESPONSIBILITY: YES/NO  
PRE PLACEMENT INTERVIEW REQUIRED? YES/NO

**INSURANCE DETAILS – *Employers' Liability Insurance is a legal requirement for work experience. HSE***

***guidance for employers is available at:***

[www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm](http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm)

Name of your EMPLOYERS' LIABILITY insurance provider:

Cover Amount: £ Policy no: Expiry date:

Do you have valid PUBLIC LIABILITY insurance cover? YES NO

Cover amount £

Do you have 5 or more employees (inc. Work Experience student)? YES NO

**If YES** (a): Do you have a written Health & Safety Policy and arrangements? YES NO

(b): Do you have written Risk Assessments? YES NO

(c): Do you have a Young Persons' Risk Assessment? YES NO

Are you a "One-person business"? YES NO

Will the student be a vehicle passenger? YES NO

**If YES**, do you have valid business vehicle insurance cover? YES NO

**I CONFIRM THE WORK EXPERIENCE PLACEMENT OFFER FOR THE ABOVE DATES:**

*(This section must be completed / authorised by a company manager or supervisor)*

**AUTHORISED BY: POSITION: DATE:**

**PRINT NAME:**