



YEAR GROUP 10 **WORK EXPERIENCE**

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AN INTRODUCTION

Why does Ecclesfield School support Work Experience?

It's an opportunity to gain insight in the world of work, with a focus on personal development.

- ✦ To develop awareness and confidence about careers learning
- ✦ To understand the link between careers and the school's curriculum
- ✦ To get an understanding of how organisations work
- ✦ To do tasks, like an employee would, and work with others
- ✦ To acquire employability skills and an employer's reference
- ✦ To start appreciating what's needed to succeed

Work experience is a great opportunity to raise aspirations of what's possible.

- ✦ Identifying types of sectors and job roles that are of interest
- ✦ Identifying personal priorities regards work-life
- ✦ Identifying employability skills and qualities to be developed

There are great ways you can help your child get the most out of work experience.

- ✦ Guide them to link related or appealing work placement ideas
- ✦ Ensure they submit the documentation, correctly and on-time
- ✦ Help them arrange and prepare for employer conversations / interviews
- ✦ Identify ways they can undertake company research
- ✦ Ensure they show goodwill and are realistic about expectations
- ✦ Encourage positive workplace approach and behavior
- ✦ Explain the importance of a good reference
- ✦ Describe the importance of practical examples for CVs and interviews



WORK EXPERIENCE TIMELINE

CRITICAL DATES

Work experience, when is it?

It's a lot easier to organise, than you may think. But previous students have told us, the importance of planning and preparation is central, as 'failing to prepare is preparing to fail'.

✦ Parent Information Evening	End September 2022
✦ Parents Information Pack	Early October 2022
✦ Submission Date for Documentation	End February 2023
✦ School Approval of Documentation	End March 2023
✦ Employer Assessments by Sheffield City Council	May, June 2023
✦ Student Preparation	End June 2023
✦ Work Experience	3 – 7 July 2023

GETTING STARTED

Guiding you through the process of setting up a placement

A self-arranged placement, by students, develops their independence and gives them the best opportunity to secure work experience closely related to their personal preferences.

Researching

Get Started!

It's good to start researching early, as there will be competition for popular placements. Students can start this process with Unifrog, friends, family, older students, job search websites or by contacting employers directly (which makes a great first impression!).

Making Employer Contact

Before January

We would suggest calling or emailing either HR or the MD (or equivalent) in larger organisations or the owner in small ones. If you're organized, stating clearly why and when you want to go on placement, most people are really helpful. Some employers may ask you to submit a CV or Personal Statement, or even ask questions over the phone.

Documentation : Arrangements

Before February

Once an employer offers a placement, the student needs to arrange for the documentation to be completed by all parties involved: employer + student + parent/carer.

② **(WE2) Placement Employer Information 2022-23**

③ **(WE3) Student Arranged Placement Form 2022-23**

④ **(WE4) Student's Placement Checklist 2022-23**

Not online? We've also added these documents to the pack. Copies can be found on TEAMS Careers Year 10 or requested from the Careers Team [W212] or careers@eccoschool.com.

REQUEST A PLACEMENT

Dear Sir / Madam

I am a Year 10 student at Ecclesfield School, Sheffield, seeking Work Experience, for 3 – 7 July, 2023.

I am contacting you in the hope that you may be able to direct me to the correct person to speak, regards this.

I am interested in working for [company name], as I have an interest in [related interests]. This being my first work experience, I would also like to find out more about the world of work, how organisations work, typical job roles, in the industry sector.

I am [personal statement]. I am interested in [school subjects], which I am studying at school.

Work experience might provide me the opportunity to try out a role, build some confidence and try real work activities. It's a great opportunity to show that I can be independent and responsible, in the workplace. I believe that I would learn a lot.

Thank you in anticipation of your response.

Name

THE PAPERWORK

Making the necessary arrangements

Students are responsible for completing the paperwork, which *must be* completed before the submission deadline – giving Sheffield City Council time to carry out Health & Safety checks. To avoid disappointment, we strongly recommend students meet the target submission date for documentation, which gives our team time to double-check all the details.

- ➊ Research potential work placements
- ➋ Make contact with employer(s) and verbally secure a work placement
- ➌ Send the employer **(WE2) Placement Employer Information 2022-23**
- ➍ Exchange and then collate *all* the required information

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- ➎ Complete and submit **(WE3) Student Arranged Placement Form 2022-23** Online
- ➏ Then, return a signed copy (by all parties), printed to Room W212 or scanned to careers@eccoschool.com
- ➐ Complete **(WE4) My Work Placement Checklist 2022-23**

Congratulations, you're ready to start your placement.

If you anticipate any delays, get in touch with the Careers Team, immediately..

FAQs

Health and Safety on Work Experience

Several Acts of Parliament govern work experience, the main one being the Education (Work Experience) Act 1973. Working with Sheffield City Council, we ensure *no* student will be able to start their work placement unless the Local Authority Advisers have satisfied themselves the employer has suitable risk management practices in place.

A Voluntary Contribution

We ask parents for a £10.00 (30%) voluntary contribution, which we put towards the cost of ensuring the employer's legal obligations are in place (health & safety, risk assessment and insurances etc). We pay Sheffield City Council (Opportunity Sheffield) to provide this service.

How to Make a Payment

The voluntary contribution will be available online via **SCOPAY**. If you don't have a **SCOPAY** Account please email finance@eccoschool.com, with student name and they will email over the details you need. Alternatively, if you do not have online access, please make a cheque payable to: **Ecclesfield School** – ref: **Work Exp.**

Health Issues

It is important that the school and employer are made aware of any medical or other issues associated with your child so that they are not placed into an unsuitable environment.

On-Placement Check

During placement a school representative will endeavor to contact the employer, to check on the student. Any serious concerns would be immediately raised with Sheffield City Council (Opportunities Sheffield) Team.

FAQs

Non-Health & Safety Concerns

It's best to remember work experience will provide a student with valuable insight, even if it turns out that it doesn't meet their personal expectations. In these circumstances, a student should continue give their best. However, if a student is unhappy on work experience, their first point of contact should be their designated line manager.

Work Experience and Payment

By the 1973 Act of Parliament, work experience is required to be a learning process and the Act therefore prohibits payment. However, in some cases the employer may offer out of pocket expenses to provide travel or lunch.

Dress Code

School uniform is not required. The employer will outline the required work dress code / PPE.

Working Hours

Students should be aware they will not be working school hours. Work times will reflect the norms of that industry. Regards total working hours, students have the same rights, as an employee or worker, for working hours and rest breaks, as defined in UK law.

Travel and other matters

Work experience is about developing independence, therefore students are expected to make their own way to and from their placement. Students should carry out a 'trial run' using public transport to ensure that they are confident with timings and the route.

FAQs

Employer Expectations

Remember, most employer expectations are respect, responsibility and reliability. An employer will not expect a student to be able to do the 'job' already but they will expect them to do their best.

- Good attendance, behaviour and punctuality
- Smart appearance
- Polite with a good attitude to work.
- Effort to get to know other employees
- Ask questions and listen to instructions

Mobile Phones

One of the biggest concerns of students surveyed, in previous years, was the fact that they would not be able to use their mobile phones during working hours. If a student takes a phone, then this must be kept switched off.

Learning Log Book

Whilst on placement students are expected to complete a 'log book', to help them keep a record of their developing skills and experiences. The log-book provides the student with important information and evidence of participation in a work experience placement; it also acts as an 'aide-memoire' when applying for college or apprenticeships in Y11.

Unifrog

Remember, Unifrog is still a brilliant resource for students to help explore: subjects, career ideas, interests, opportunities and the career paths.

USEFUL RESOURCES

We want to empower students, parents/carers with the best possible careers information, to make informed decisions, at home. There are a wide array of resources on Careers @ TEAMS. Here's a reminder of some other resources that parents / carers will find valuable.



★ **The Gatsby Benchmarks**

The eight benchmarks are a framework for providing good career guidance in secondary schools.

www.goodcareerguidance.org.uk



★ **Unifrog**

School Funded Subscription

Brings careers information into one single, user-friendly platform to help students make great choices and applications.

www.unifrog.org/



★ **Higher Education Progression Partnership SY (HeppSY)**

Ensuring students make informed and inspired choices about their future, whoever they are, wherever they're from

extra.shu.ac.uk/heppsy



★ **Skills for Life**

Discover the skills needed in life or employment. It's important you recognise them and demonstrate how you've used them.

[Available on Careers Year 10 on TEAMs](#)



★ **Social Media**

We use these social apps to demonstrate outstanding practice, and provide high quality educational experiences.

facebook.com/OfficialEcco/ twitter.com/OfficialEcco



★ **BBC Bitesize Careers**

Whether you're deciding what to study, taking your exams, planning a career, or just curious...

bbc.co.uk/bitesize/careers



★ **National Careers Service**

The National Careers Service website can help you to make decisions on learning, training and work.

nationalcareers.service.gov.uk



★ **Prospects**

Match your skills and personality to 400+ job profiles, apply for a job or to higher education.

www.prospects.ac.uk