

Work Experience 2017



Background

- Work Related Education is one of the key aspects of learning for any 14-19 year old student.
- Although Work Related Education is mandatory for learners at Key Stage 4, there is no statutory requirement for schools to provide work experience per se.
- In practice, work experience is at the heart of Work Related Education and is considered an outstanding aspect of the school's provision.

Work Experience at Monmouth Comprehensive School



- All pupils undertake a one week placement in Year 11
- 13th – 17th November 2017
- Pupils may go to any safe workplace that agrees to take them for the week
- It is a process that is driven by the students and a key part of a student's curriculum in years 10 and 11

Benefits of Work Experience

- Students gain authentic, real experiences in the world of work
- Develop skills required in the modern workplace
- Motivates and develops self confidence and self esteem
- Develop key skills such as communication, problem solving and working with others
- Develops links with local community
- Through their work experience placement students are able to secure further employment or experience opportunities

Work Experience 2016

Offered Apprenticeship	1%
Offered Full Time Employment	2%
Offered Part Time Employment	17%
Offered Volunteering Opportunity	8%
Offered Further Work Experience	17%
Total in Year Group	45%

What will pupils learn in school?

- Research begins *before* the placement
- Pupils consider the expectations and health and safety of their placements
- Research continues *during* the placement
- Projects, Presentations and Personal Statements produced *after* the placement



So how do pupils set up their Work Experience placements?

Integrated Lessons:

- Researching **possible career options** using national databases and other software
- Researching possible **Work Experience placements** using school's own database
- Contact placement providers (phone, face-to-face, letters, email)
- Taking home **Work Experience Contact Form**



Who will support pupils in school?

- **Form Tutors** offer support and guidance
- **Mr Egan** (Pathways Coordinator) will provide answers to technical and legal queries
- **Mrs Jones** (Pathways Administrator) will support students and make necessary contact with placement providers
- **Mr Parkinson** (Progress Leader)
- **Miss Page** (Additional Learning Needs)
- **Mr Jenkins** (Vocational Mentor)
- **Mrs Janine Rees** (Careers Advisor)

Changes to Work Experience in Wales

- Previously, most placements were supported by Careers Wales (including health and safety and ELI checks). This support has gradually decreased due to various factors e.g. placements being outside of Wales.
- In February 2015 the Deputy Minister for Skills and Technology wrote to all schools in Wales stating that Careers Wales is no longer required by the Welsh Government to undertake Health and Safety checks at work placements.
- In response to this the UK Health & Safety Executive has issued the following guidance:

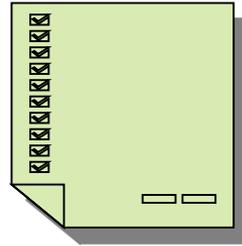
“There are no health and safety regulations that require schools, colleges, or those organising placements on their behalf, to carry out workplace assessments for work experience placements. There is also no requirement for any prescribed level of occupational competence or qualification for education personnel, or others organising these placements. However, schools, colleges and others organising placements do need to satisfy themselves that an employer has risk management arrangements for placements, including for higher risk environments.”



WEX Process



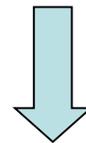
Research and contact placements



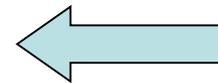
Complete WEX Application Form



School contacts placements and checks for ELI and significant health and safety risks



Details entered on WEX Database



School sends aims and expectations letter to employers



Consent Letter sent to Parents/Guardians



Insurance

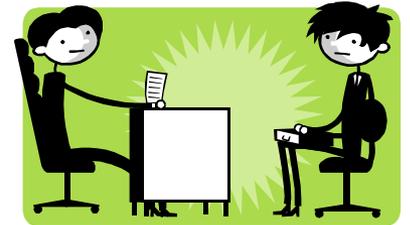
- The school will contact the placement provider to confirm the placement and to ensure that they are in possession of valid Employer's Liability Insurance (ELI).
- Your son/daughter will also be covered by Monmouth Comprehensive School's Personal Accident Insurance for the duration of the work experience placement.
- Health and Safety enquiries will also be made and any significant risks will have been explored and communicated to you prior to this correspondence.

How can parents/guardians support pupils?



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- Work with your son/daughter to find **their own placement** – and help them to get it **right first time**
- Consider these issues:
 - **Health and safety in the workplace**
 - **Employers Liability Insurance**
- Ensure the **Work Experience application form** is completed, signed and returned by **Friday 2nd June** at the very latest



What Happens Next?

- Students **find their placement**
- Return the Work Experience Contact Form by **Friday 2nd June** at the very latest
- Placements are checked that they meet health and safety and insurance requirements
- Placements start on Monday 13th November 2017

Frequently Asked Questions

- Can pupils do Work Experience with members of their **family**? **Yes, providing the requirements are met and parents are happy to consent.**
- What about placements with **friends / neighbours**? **Yes, as above.**
- What happens if you can't find a **suitable placement**? **Let the school know ASAP – we have details of previous placements.**
- Can you go **abroad**? **Yes, providing the requirements are met and parents are happy to consent.**

If you need to contact us . . .



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Any Questions?



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