



**Ormiston Victory Academy**

Ormiston Victory Academy  
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15th July 2022

Dear Parent/Carer,

### **Year 10 Work Experience – Monday 10<sup>th</sup> to Friday 15<sup>th</sup> July 2023**

In preparation for your child moving up to Year 10 in September, we are writing to you regarding Work Experience next year.

Work Experience is an important part of the Year 10 Curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers. All Year 10 students will be expected to take part in our Work Experience Programme from Monday 10th to Friday 15th July 2023.

In order for students to gain the valuable job hunting skills which are so important in today's job market, we ask that all students take responsibility for planning and finding their own placements. We strongly advise students to make contact with prospective employers as soon as possible, as other schools will be participating in work experience during this period.

### **Finding Placements**

We would ask that parents/carers and students discuss possible placements and the type of experience the student hopes to have. Where parents/carers and students may have their own contacts for such placements, it would be helpful for students and parents to make an initial contact and to keep us informed of any progress made.

Most employers will have taken students from a number of schools for many years and have well established practices. All participating employers need to sign a form agreeing to regulations which include items on insurance cover and Health & Safety, because of these regulations it is important that placements are within the Norfolk area, as all placement checks are carried out.

### **Further Support Available**

Throughout the year, form tutors and the Year 10 team will be monitoring how well students are progressing with finding themselves a placement and will be the first point of contact for any queries about work experience.

If your child is unsure about how to approach an employer, please direct them to the academy website ([www.ormistonvictoryacademy.co.uk/careers-guidance/work-experience/](http://www.ormistonvictoryacademy.co.uk/careers-guidance/work-experience/)) where further guidance can be found. On this page we have included videos and advice on how to speak to an employer via telephone.

Students may also make appointments with our Independent Careers Adviser for help with finding a work experience placement, or attend one of our Plan Your Future drop-ins within our Careers Hub where computer and phone facilities will also be available. To book an appointment, students may email [careersguidance@ormistonvictoryacademy.co.uk](mailto:careersguidance@ormistonvictoryacademy.co.uk).



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## Employers Guide/Self-Placement Form

Once a placement has been found, please ensure the parent/carer and student sections of the attached form are completed, then pass the form to the employer for them to complete their section. It is also important that the enclosed 'Employers Guide to Work Experience' is given to the person at the company, as this contains important information for them.

Once fully completed, the form should then be returned to academy, this can be posted/emailed directly to us by the employer or given back to your child for them to hand-in to Student Services. We realise that sometimes it may be quicker and easier to email a digital copy of this form to the employer for them to complete; therefore we have made a copy of this available on our website: [www.ormistonvictoryacademy.co.uk/careers-guidance/work-experience/](http://www.ormistonvictoryacademy.co.uk/careers-guidance/work-experience/)

This can be emailed to [workexperience@ormistonvictoryacademy.co.uk](mailto:workexperience@ormistonvictoryacademy.co.uk) once completed.

It is crucial that all areas on the form are **fully completed** so that your child's placement may be processed without delay.

### Deadline

In order for us to ensure that there is sufficient time to process placement forms and for Health and Safety checks to be completed, we ask that all Self Placement Forms are handed in by the deadline. **The deadline for the return of this form to the academy is Friday 3rd February 2023.**

Once again, we strongly advise students to find their placements and complete all relevant paperwork as early as possible because work experience placements may be competitive with their desired employer. The earlier forms are returned, the sooner the placement can be processed. However, forms that are returned late may not allow enough time for the placement to be authorised.

### Further Information

You will also find a 'Parents/Carers Guide to Work Experience' enclosed with further details.

Thank you for your co-operation and we wish your child happy job hunting.

Yours sincerely,

Mrs O. Ballentine  
Vice Principal for Student Progress

Mr R. Arger  
Careers Leader



## Parents'/Carers' Guide to Work Experience Placements for Students

### What is a Work Experience Placement?

A Work Experience Placement is primarily an educational activity which gives students an insight into the world of work from Year 10 onwards.

### How do students benefit from a Work Experience Placements?

Following a period of Work Experience it is hoped that they may have developed:

- More confidence
- Improved self esteem
- Ability to communicate with adults
- Improved timekeeping
- Additional practical work skills
- Team working
- Problem solving skills

### What type of work can students do?

There are a wide variety of placements available and there are very few occupational placements that are prohibited to a student. In some cases legislation imposes restrictions on the type of activities which students can do on Work Experience. These restrictions are designed to protect students from work unsuitable for them. Due to a student's inexperience and age some tasks may only be completed under strict supervision or may, in exceptional circumstances, be observation only. The emphasis, however, is always on trying to provide an interesting and well balanced placement.

### How are Work Experience Placements Organised?

Students or their schools can contact employers to find a suitable placement. The employers will be asked to complete a Work Experience Self Generated forms with a description of duties, times and days of working, which the student will be undertaking. Once this has been agreed, the school will request the health and safety check on that employer to ensure they meet the standards specified by government. These details will then be available to the student's School.

It is a good idea for students to:-

- Spend time preparing for the placement through discussion and research in class and in the home
- Record their learning during their placement in a diary or journal
- Share their knowledge and experience with fellow students on returning to school.
- Ask for a reference from the Employer at the end of their placement.

### When can students participate in a Work Experience Placement?

The planning and organisation of Work Experience programmes is strictly determined by the Education (Work Experience) Act 1973/1996 Education Act, amended by the School Standards and Framework Act 1998. In effect, students may take part in Work Placements from the first day of the autumn term in Year 10. The County is now encouraging students and schools to participate in more bespoke placements in line with the wider Employer Engagement agenda.

### Are students paid whilst on Work Experience Placements?

Students must **not** be paid whilst on Work Experience Placements as it is part of their education curriculum and payment may invalidate insurance arrangements.



### What hours can a student work whilst on a Work Experience Placement?

It is recommended that students should not work for more than 5 days in any consecutive seven day period. The number of hours worked together with the pattern of work is normally a matter of agreement by the placement provider, school and students. They should not work excessively long hours or unnecessarily unsocial hours and should not work more than 40 hours per week. For guidance on the Working Time Directive please look at the [www.direct.gov.uk](http://www.direct.gov.uk) website.

### Are there particular Health & Safety considerations?

In the workplace the primary duties relating to the **Health & Safety at Work Act (1974)** rest with the employer. The **Health & Safety (Training for Employment) Regulations 1990** extended the meaning of the term 'employee' to include students on Work Experience Placements. Students are required to comply with the safety regulations of the organisation where they are working. It is their duty to take reasonable care for the Health & Safety of themselves and anyone else who may be affected by their actions or omissions.

In addition, the **Management of Health & Safety at Work Regulations 1999**, require the employer to undertake an assessment of the risks to students before they start the placement. Information on this risk assessment and appropriate control measures will be made available to Parents/Carers prior to the commencement of the period of Work Experience.

**Parents and Carers are reminded of the necessity to notify the school of any medical condition that might influence the type of placement that a student may choose. Failure to do so could contribute to injury of a student or other party at the workplace.** Information should be provided on the 'Parental Consent Form for an Educational Visit' (available from the school). This practice further contributes to the safeguarding of students whilst they are on placement.

### What Insurance Cover is required?

It is a requirement that all employers hold a current Employer Liability Insurance and that this insurance covers a student whilst on placement. It is also recommended that valid Public Liability Insurance is held by the employer.

### How can Parents/Carers help?

Young people need to be motivated and determined if they are to benefit from the opportunities that a Work Experience Placement presents.

Parents/Carers should encourage their son/daughter to think of the type of placement that they believe they would like to have. For example, they might picture themselves in different industries such as catering, engineering, agriculture/horticulture, community care, clerical administration or hairdressing. Personal preferences might also be considered such as working for large or small companies, working indoors or outdoors, dealing with members of the public or being part of an office team, using equipment like computers, fax machines, photocopying machines or manufacturing equipment.

### Finally...

If you have any queries, please contact:

**Mr Robert Arger**  
**Careers Leader**  
**Email: [workexperience@ormistonvictoryacademy.co.uk](mailto:workexperience@ormistonvictoryacademy.co.uk)**