



15th July 2022

Dear Parent/Carer,

Year 10 Work Experience – Monday 10th to Friday 15th 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/) 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.



Ormiston Victory Academy

Ormiston Victory Academy
Middleton Crescent, Costessey, Norwich, NR5 0PX

Tel: 01603 742310

Fax: 01603 741875

Email: info@ormistonvictoryacademy.co.uk



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/

This can be emailed to 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 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



Employers' Guide to Offering Work Experience Placements

The Health and Safety Executive provides clear guidance for employers about students on work experience – <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

1. What is work experience?

Work experience is primarily an educational activity, which enables students to make the transition from school to employment. By providing them with the opportunity to become familiar with a genuine working situation they gain an insight into the world of work and experience its disciplines and relationships.



2. How work experience benefits employers?

Access to talent - by offering a work experience opportunity you can see first-hand what local young people have to offer. They have enthusiasm and potential and need a chance to be able to show what they can do and what they are capable of. Developing a local recruitment channel through links with education could be an invaluable talent pipeline for your business.

Employability skills - take the lead and help young people to develop the skills really valued by employers that will help them to succeed in the world of work. Skills like accountability, creativity, exercising good judgement, self-awareness and taking responsibility. As well supporting them to understand how to conduct themselves in the workplace and develop a strong work ethic.

Raising business profile - how much would brands and businesses pay to raise their profile among local people? By offering a work experience opportunity that a young person would truly value, you can help to raise the profile of your business with the local community and among the students, their families and friends.

Staff development - many employers are surprised by the positive effect work experience has on the staff directly involved in the project. For those acting as a mentor or a role model we often hear how it's boosted morale and raised confidence. For staff who have no management experience, hosting work placement opportunities offers a first taste of supervisory experience. And for everyone involved it's an opportunity to reflect on job roles and the contribution these make to business success.

3. How do students benefit from work experience?

Following a period of work experience it is hoped that students may approach their own entry to employment with more confidence and understanding. Students develop realistic, positive and challenging aspirations. They quickly learn the relevance and significance in the workplace of subject content and skills being taught at school. Additionally, they grow in awareness of economic and industrial society; experience the skills of working with adults and appreciate the importance of teamwork, individuality and appropriate workplace behaviour.

4. When can students participate in work experience?

All of our Year 10 students will have one week out the academic year, to spend with an employer – for the 2022/2023, this will be from Monday 10th July to Friday 15th July.

5. What type of work can students do?

Students clearly cannot perform tasks that require months or years of training. However, it is important that they are involved in real tasks accompanied by real responsibility, with practical activities. In all cases the emphasis should be on participation rather than observation.

In general, students are able to undertake any work that they would be able to had they left school. If there is any doubt about the suitability of an occupation, reference should be made to either the school or the Health and Safety Executive (www.hse.gov.uk) or RoSPA (www.rospace.com) where information can be found. However, you must take into consideration the student's physical and psychological capacity and of any particular needs, for example due to any health conditions, special educational needs and disabilities.



6. How much are students paid whilst on work experience?

Students must **NOT** be paid whilst on Work Experience, as it is an educational experience and payment may invalidate insurance arrangements. However, employers may wish to make a contribution to expenses; e.g. fares and meals.

7. What hours can a student work whilst on work experience?

Students can work the same hours as other young employees for the duration of their placement. The student's hours should not exceed 40 in any one-week, with 2 days free. Weekend working is permitted but only with the student's / parents / carers agreement, and should not include a Saturday and Sunday in the same week. The hours should comply with the Working Time Regulations (www.direct.gov.uk for more information).

8. Are there particular health & safety considerations?

In the workplace, the primary duty relating to the **Health & Safety at Work Act (1974)** rests with the employer. The **Health & Safety (Training for Employment) Regulations 1990** extended the meaning of the term '**employee**' to include students on Work Experience. Therefore, it is the duty of students to take reasonable care for their Health & Safety and anyone else who may be affected by their actions or omissions.

In addition, the **Health & Safety (Young Persons) Regulations 1999** require the employer to undertake a risk assessment before Students start the placement. The employer should take account of the students' inexperience and lack of awareness of the hazards associated with the workplace and ensures that measures are in place and implemented to safeguard them.

Norfolk County Council may make contact with employers on behalf of the academy to confirm that all necessary Health and Safety arrangements are in place. If you have already taken students for work experience from other schools which used Norfolk County Council's service, then the relevant checks may already be in place.

Whilst on placement, it is essential that there should be an **Induction** to the workplace. This should include an explanation of the safety precautions observed in the particular industry, including procedures relating to accidents, first aid, fire and emergencies, and the reasons for them. The students will be under the supervision and care of individual employees, who will need to know the purpose of Work Experience and to be aware of their responsibilities towards the students.

9. What insurance cover is required?

There is a legal requirement for employers to have **Employer Liability Insurance** which must cover students on Work Experience, though there are some exemptions to this. Information can be found on www.hse.gov.uk. Please note that without employers' liability (where it's required by law) we cannot authorise the placement, public liability is not sufficient.

Finally...

If you have any queries please contact:

Mr Robert Arger
Careers Leader
Ormiston Victory Academy
Middleton Crescent
Costessey
Norwich
NR5 0PX

Email: workexperience@ormistonvictoryacademy.co.uk



**WORK EXPERIENCE
STUDENT SELF PLACEMENT FORM**

STUDENT NAME:		
Form:	Date of Birth:	Gender: Male / Female
Dates of Work Experience: Monday 10th July to Friday 15 th July 2023		

HEALTH DECLARATION:

In order to ensure that there are no unnecessary risks to the Health & Safety of this student or the Health & Safety of another person, please indicate below any medical condition the student is suffering from which the employer should be made aware of (eg: asthma):

.....
.....
.....

TO THE STUDENT:

As the student named above I agree to take part in this work experience scheme. I also agree to hold in confidence any information about the employers business which I may obtain during this work period, and not to disclose such information to another person without the employer’s permission. I also agree to observe all safety, security and other regulations laid down by the employer and made known to me either by the employers representatives or by displayed instructions.

Student Signature: Date:

TO THE PARENT/CARER:

As the parent/guardian of the student named above I confirm that I have read and understood this form and agree to his/her taking part in the scheme and understand that he/she will observe the conditions set out. I confirm the information on this form can be passed to the placement provider if necessary.

Parent/Carer Name: (printed)

Parent/Carer Signature: Date:

(Please give this form to the employer to complete details overleaf)

Return to Careers Leader (via Student Services), Ormiston Victory Academy, Middleton Crescent, Costessey, Norwich NR5 0PX or via email to workexperience@ormistonvictoryacademy.co.uk

TO BE COMPLETED BY THE EMPLOYER

Company Name			
Placement Address			
Postcode			
Email Address			
Telephone			
Mobile			
Placement Title (for student e.g. Sales Assistant)			
Duties to be carried out by student:			
Working Days		Working Times	
Meal Breaks			
Appropriate Clothing			

Employers Liability Insurance Details

Insurance company:

Policy No: **Expiry Date:**

PLEASE NOTE WITHOUT EMPLOYERS LIABILITY WE CANNOT AUTHORISE THE PLACEMENT. PUBLIC LIABILITY ALONE WILL NOT SUFFICE

By signing this form you are agreeing to provide a placement to the named student.

PLACEMENT AUTHORISED BY:

I confirm I have received Ormiston Victory Academy's 'Employer Guide to Work Experience' from the student (please tick)

Contact Name

Mr/Mrs/Miss/Ms..... **Position**.....

Signature..... **Date**.....