



November 2023

Dear Parent

Y10 Enrichment Week including 3 day Work Experience: Monday 1st July – Wednesday 3rd July 2024

We are committed to offering all Year 10 students an opportunity to take part in our Enrichment programme. Such an experience offers many benefits for the students including confidence building and employability skills which supports our Careers and Aspirations Programme. In the summer term, we will be offering an off timetable Enrichment Week for all Year 10, focusing on their next steps and future aspirations. The first 3 days they will experience the world of work, in an environment of their choice, they will then have the opportunity to attend a Mock Interview in school from one of our local supporting businesses, and finally the chance to experience A level or vocational subject tasters at our partner sixth form or local college.

All Year 10 students will be provided with important information about the procedures and how to prepare for work experience. Additionally, we would also like to invite parents to attend an information evening in the New Year to go through the expectations and overall benefits. We are encouraging students to find their own work experience placements. We would recommend they contact companies in order to secure a placement in an area they are interested in and that reflects their ability and aptitude. It is vital that students consider this carefully to find the most beneficial placement. We recommend students make such contact under the guidance of an adult, either at home or in school. We recommend students using their school email address and not contacting individuals via social media. Ideally, students will find a placement in the wider community in the Nottingham and Nottinghamshire area.

Please complete the parent and student agreement form. The form can be found in this information booklet and must be returned to Student Reception by **Friday 15th December 2023** – please ensure you both sign the agreement. The deadline for returning the employer agreement form and securing a placement is **Monday 15th April 2024**. This deadline is important as each placement needs to be authorised and risk assessed, which takes considerable time for the whole year group. A placement cannot go ahead without going through this process and receiving approval from school and our external risk compliance team. Please encourage your child to respect the deadline, as late forms will not be processed. Students have been advised that if they are having difficulty in deciding what to do or where to start, to seek advice from their form tutor in the first instance. Please encourage your child to confirm their placement **as soon as possible**. Please read through this booklet and feel free to contact us, should you have any concerns or questions. Work Experience is a compulsory requirement as part of our Personal Development curriculum and any students not on placement, will receive unauthorised attendance.

If you, as an employer, are willing to offer a placement to any of our students at your place of work, please contact our Careers Team on **TOA-Careers@oakwoodacademy.org.uk** who will contact you if a student is interested in your field. We would be extremely grateful if you could support us in this way as we look to build up links with the local and wider community.

Please remember to complete the attached Work Experience Student and Parental Agreement form and return to Student Reception by **Friday 15th December 2023**.

Yours sincerely,

Ms S Wilkinson
Aspirations Coordinator

Mrs K Jane
Careers Advisor

WHY DO WORK EXPERIENCE?

Both the Government and staff at The Oakwood Academy know that after completing work experience young people change in a variety of ways, all of which are beneficial to themselves.

They become more mature and focussed, are able to inform their career choices post 16, develop employability skills and generally gain an important insight into the world of work.

Often, young people who have not always felt positive about their experiences in school get on really well in this new environment. They return with an excellent report and are then inspired to achieve more in their final year at the school.

WORK EXPERIENCE REPORTS

During work placement, students are encouraged to gather evidence in a work experience logbook to outline their activities, people they have worked with and the skills they have developed. The logbook also contains vital comments made by placement supervisors.

WHAT KIND OF PLACEMENT?

In one sense, it doesn't matter where young people gain their experiences of work as long as they are in a safe working environment under supervision. However, often the best placements are those which will inform future career choices for the young person, whether those experiences confirm what they would like to do or not.

WORK EXPERIENCE PLACEMENT PREPARATION

Finding your own placement

1. **Decide on the type of work you would like to do.** It may be related to an idea for a future career or just an area of work that you would like to experience. All Work Experience can be equally valuable regardless of the careers link, providing it gives you a good opportunity to develop your Employability Skills.
2. **Look for a placement by asking your parents, relations and friends, if they know anyone doing the type of work that you are interested in.** You can also ask your tutor. Enquire at customer service desks, look at shop fronts and businesses in your local area, research in libraries and the internet. **Discuss your ideas with your parents and tutor.** Ideally, you should not arrange a placement where you will be working closely with a parent or relative, or part time job. It is important that Work Experience is a 'new challenge' in terms of people and environment.
3. **Consider the geographical location.** You need to take into account where you live, what transport links are available and how long will the travel times be from home to your placement.
4. **Contact the company or organisation and ask if they are prepared to accept you for Work Experience.** This can be done by telephone/personal visit or letter. Make sure that you know the dates of your Work Experience and advise the company of these. Think about why you would like to do Work Experience within that organisation and remember to be enthusiastic in your communication.
5. **Once you have confirmed a placement, the Employer should complete a Work Experience Employer Agreement form.** Send this or take it to the company or organisation. The form must be completed and signed by the employer to confirm that they agree to you doing Work Experience within their organisation.
6. **The Company must have Employer's Liability Insurance otherwise you will not be able to go there for Work Experience.** The policy number and expiry date will need to be recorded on the Work Experience Agreement form.
7. **The completed form should then be returned via Student Reception before the deadline date of Friday 24th March 2023.** Your placement will be checked for suitability, insurance and health and safety before it is finally confirmed that you can go there for Work Experience.

MAKING A TELEPHONE CALL TO SECURE A PLACEMENT



Before you dial:

- Have a pen and paper ready to record any information you are given
- Make sure you know the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance. (If not, you can ask the first person who answers for the Human Resources Manager, Personal Manager, Work Experience Supervisor)

Making the call:

- Ensure that there will be no distracting background noise (e.g. music, traffic, friends)
- Dial the correct number

When someone answers:

- Say 'Good Morning' or Good Afternoon as appropriate
- Introduce yourself, giving you name and your school
- Explain why you are phoning e.g. 'I am phoning to ask about the possibility of your company or organisation offering a Work Experience placement between **Monday 1st July – Wednesday 3rd July 2024**
- Explain why you would like to do your Work Experience there
- Ask to speak to someone that can help you
- Remember to ask for the person's name

If you are passed to a different person:

- Introduce yourself again in the same way and repeat the information suggested above

If the person agrees to accept you for Work Experience:

- You will need to arrange for the **Work Experience Employer Agreement form** to be completed. Please advise the employer of this and arrange to either send or take the form to them
- The form must be signed by a person in a position of responsibility e.g. a manager
- The employer may wish to see you for an interview before they confirm that they will be able to take you for Work Experience

***Remember to always speak politely and clearly and remember to thank people for their help.
It might be a good idea to keep a log of your calls to prevent duplicating calls to the same businesses.***



We are expecting **EVERYONE** to find their own work placement, support and guidance is available and we recommend you start sourcing potential placements as soon as possible, **do not** leave this until the last minute.

All placements must be arranged at the latest by **Monday 15th April 2024.**

*Any students that do not secure a placement, will be expected to attend school during placement days to complete set work and any non-attendance will be marked as unauthorised.

DRAFT LETTER TO AN EMPLOYER – Example letter below

Send a letter to the employer – don't forget to include a stamped, self-addressed envelope for them to return their response back to you. If you don't include a stamped self-addressed envelope, **remember to include your telephone contact number.**

Your home address goes here

Date

*Contact person in the Company if known or
Company Address*

*Dear Contact person in the Company or
Dear Sir/Madam if not known*

1st paragraph – introduce yourself and explain why you are writing e.g.

My name is..... I am a year 10 student at The Oakwood Academy in Nottingham and I am looking for Work Experience from Monday 1st July – Wednesday 3rd July 2024.

2nd paragraph – explain what sort of Work Experience you are looking for and why you have chosen this company.

3rd paragraph – give some information about yourself, e.g. what are your best subjects at school, hobbies, sports, interests, skills and abilities etc.

4th paragraph – finish your letter on a positive note and say that you are looking forward to hearing from them.

Yours sincerely (if addressed to a named contact)

Or

Yours faithfully (if addressed to Sir/madam)

Your signature

Your name in full

WORK EXPERIENCE STUDENT/PARENT AGREEMENT

Monday 1st July – Wednesday 3rd July 2024

To ensure that all students who undertake a period of Work Experience are safe and have an enjoyable experience we require that you complete this agreement form and return via student reception by **Friday 15th December 2023.**

STUDENT CONSENT

Student's name: _____

As the student named above I agree:

To take part in the Work Experience Programme. To hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to another person without the employer's permission. To strictly observe all the instructions of the person guiding me and to comply with all health and safety regulations so that I do not injure myself or any other person.

Student Signature:	Date:
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PARENTAL CONSENT

As Parent of the above mentioned student, I agree to my child taking part in the Work Experience Programme and acknowledge the need for responsible behaviour on his/her part so that they do not injure themselves or other persons. I acknowledge the necessity to provide the employer with medical and contact information and give my consent for the information contained on this agreement form being disclosed to them.

Medical Information

1. Does your son/daughter suffer from any medical conditions which the employer should be aware of or which could result in an unnecessary risk to his/her health and safety or to the safety of another person?

Yes / No (Please circle) if yes, please specify:

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2. Does your son/daughter need to take any medication whilst on their placement?

Yes / No (Please circle) if yes, please specify:

Name of Medication	Dosage	Time of Day or Circumstances	Method of Administration

3. Is your son/daughter allergic to any medication? **Yes / No** (Please circle) if yes, please specify:

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EMERGENCY CONTACT NUMBERS:

School will be the main contact in the event of an emergency between the hours of 8:30am to 3:00pm, however, your child may be required to work outside these hours and we are, therefore, required to supply the employer with an alternative contact name and telephone number.

Please insert below the contact name and telephone number of the person to be contacted in the event of an emergency.

Name:	Tel No:
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**School Contact: Ms Wilkinson – Aspiration Coordinator
Mrs Jane – Careers Advisor
Telephone: 0115 953 9323 ext 7165**

I undertake to inform the school / employer as soon as possible of any change in medical or other circumstances between now and the commencement of the Work Experience Placement which the employer or school may need to be aware of.

I understand that information contained on this form will be forwarded to the Employer by School before your child attends their placement.

Due to GDPR legislation we require consent to share your emergency contact details with the work experience provider. Please complete this form and sign giving permission.

Without your permission, your child will not be able to take part in our Work Experience Programme.

By signing this agreement, you are authorising for your child to participate in Work Experience and aware that the placement must be secured and the Employers Agreement form returned by **Monday 15th April 2024** and if my child does not secure a placement, they will be expected to attend school to complete set work and any non-attendance will be marked as unauthorised.

Parent Signature:	Print Full Name:
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Date:

Please return by Friday 15th December 2023

WORK EXPERIENCE EMPLOYER AGREEMENT

MONDAY 1ST JULY – WEDNESDAY 3RD JULY 2024

(3 DAY PLACEMENT)

Name of Student:	Tutor:
Company/Business Name:	
Company point of contact (Full Name):	
Company Address:	
Postcode:	
Telephone Number:	
Email Address:	
Employers' Liability Insurance Company:	
Policy number:	Expiry date:
Student/Placement Job Title:	
Job Description – (<i>Please state some duties the student will undertake</i>)	
Days/Hours of Work:	
Lunch Arrangements:	
Dress code:	
Indicate any Prohibitions:	
Signed: (On Behalf of the Company)	
Dated:	

As the employer or representative of the employer, I agree to the student named above working on my premises in accordance with the Letter of Understanding (detailed overleaf) and acknowledge my responsibilities under the Health and Safety at Work Act.

Employers - Please complete and return this form to the student or post directly to:
The Oakwood Academy, Bewcastle Road, Warren Hill, Nottingham, NG5 9PJ
Alternatively email electronically to: TOA-Careers@oakwoodacademy.org.uk

LETTER OF UNDERSTANDING

Thank you for providing Work Experience for a Young Person(s) from a school. It is very valuable for young people to understand and take part in the world of work. The school will have prepared the Young Person(s) for the world of work through a variety of activities including health and safety awareness, security, confidentiality and other instructions prior to the placement. During the placement a point of contact at the Young Person(s) School will be available for the employer and a representative from school may visit the premises and monitor their progress.

Your company/organisation will have to spend time determining how the students are going to spend their time during the week. The Young Person(s) should not work more than a standard eight-hour day and / or work more than five consecutive days out of seven. Employers who offer Work Experience placements with unsociable hours containing start times before 7am and finish times after 7pm should have agreements established with the school and written consent from Parents to ensure that suitable transport (accompanied) is arranged for the Young Person(s) whole journey during the unsocial hours to and from their place of work.

What about Insurance? The employer shall ensure that the Young Person(s) are treated as an employee for the purpose of insurance and shall be covered by the organisations Employer's Liability Insurance Policy, Public Liability and where appropriate 'Motor Vehicle Insurance for business use' and will be able to provide a copy of the relevant Insurance Certificates if requested by the school or Health and Safety Team..

Whilst it is normal for Employer's and Public Liability policies to automatically include Young Person's or other Young Person's on work experience, we would recommend that you check with your insurers or brokers that they are included in your policy coverage. The Education authority/Governing Body recognises their own responsibilities for Young Person's during placement.

Accident, Illness or significant changes in any cases of any absences, accident or sickness and/or any changes, which may affect the Young Person(s) health, safety and welfare, the employer should inform the school immediately and co-operate with any accident investigation.

Child Protection Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought.

Equal Opportunities Employers should adopt a policy of equal opportunities in their work experience programmes. This should be taken forward particularly in the areas of gender, race and disability by encouraging the Young Person(s) to take up non-traditional placements. This may need special preparation for the reactions they may encounter and even more careful supervision during the placement. Similarly, no legislation with respect to equal opportunities relating to sex, creed or gender should be breached.

Health & Safety Under the Management of Health and Safety at Work Regulation 1999, employers are required to assess the risks to young workers before they start and a Health and Safety representative may visit your organisation to undertake a routine Health and Safety check. There is also a requirement for employers to provide the parents/guardians with the key findings of the risk assessment and control measures introduced to minimise, or ideally eliminate, any significant risk for a Young Person(s) who are below compulsory school leaving age. The risk assessment should take into account their lack of experience, or absence of awareness of existing or potential risks or the fact that Young Person(s) have not yet fully matured.

This assessment will determine whether the Young Person(s) should be prohibited from certain work. However, there are no requirements to provide this information in writing.

Data Protection Employer/placement provider details will be held on the school database. This information will also be disclosed on request (in accordance with the Data Protection Act) to Schools, Colleges, LCS's Training Providers, Young Person(s), their Parents/Guardians and third party registered organisations who have the responsibility to safeguard the Young Person(s) health, safety and welfare so far as is reasonably practicable.

If you have any queries or require further advice, do not hesitate to contact the Work Experience Co-ordinator at the school or alternatively for health and safety issues contact the school Business Manager.

Additional Work Experience Terms and Guidance information available on request.