

July 2009

Dear Parent/Guardian

WORK EXPERIENCE

During the week beginning **22 March 2010** the normal timetable for Year 10 students will be suspended and replaced by a weeks' work experience with local employers. There will be a period of preparation before the week and de-briefing afterwards so that the students are able to gain maximum benefit from the experience. All students are expected to take part and some of the follow-up work will be linked to GCSE.

AIM The main aims of the scheme are to give students the opportunity to gain first-hand experience of the work of industrial and commercial concerns or public services and to see how their college studies might fit into this. In so doing, we believe that they gain an invaluable insight into the world of work, its disciplines and relationships.

COMMUNICATION/RECORDS Contact is maintained with the employer during the week of work experience by telephone and/or visits by staff. At the end of the period, employers are asked to complete a short report on the student's progress and this report could form a valuable part of the portfolio section of the Student's Progress File presented at the end of Year 11.

ABOUT THE WORK A wide range of types of work is available although there are some legal restrictions affecting young people. These restrictions are fully complied with in the organisation of work experience. The hours of work will be those normally worked by young employees in the organisation concerned.

PAYMENT No payment is permitted whilst on work experience but some employees may provide assistance with transport or lunches. **Students are expected to make their own way to the place of work.**

HEALTH AND SAFETY Students must obey the employers' safety regulations and the employer is asked to check that the student understands the regulations and to ensure that adequate supervision is always provided. Instruction in basic Health and Safety procedures will be given prior to the placement.

CONFIDENTIALITY Students should not disclose any information confidential to the employer. This is particularly relevant where staff or customer records are being handled.

ILLNESS/ABSENCE If your son/daughter cannot attend work experience on any day the employer should be notified as soon as possible. The College must also be contacted in order to avoid unnecessary visits.

INSURANCE Every effort is made to ensure that the risk of accidents is minimal. Checks are made to ensure that employers have all the appropriate insurances that they are legally required to hold. Personal Accident Cover is now provided by West Sussex County Council for all students on work experience.

CRIMINAL RECORD In accordance with county guidelines and in line with job applications in general, we are asking students to declare if they have a criminal record or not. If a student answers yes to having a criminal record this will not prohibit work experience but may limit the type of placement they can apply for.

WHAT CAN PARENTS DO TO HELP?

1. Discuss with your son/daughter the implications of work experience and the type of employment best suited to his/her qualities/needs.
2. If you are an employer and able to offer work experience yourself, please contact me at College and I will provide the necessary details.
3. You will be contacted again after September with more information regarding the programme of Work Experience, but in the meantime, please complete and return the attached slip for our records.
4. Your son/daughter may secure work experience with an employer whose details are not currently held on the county database of approved employers. In this instance, we will require all work placement details which must include as much contact information as possible. We will then endeavour to make relevant checks with the employer for health & safety as well as insurance. Unfortunately without satisfactory results, the placement will not be allowed to proceed.

Yours sincerely



Mrs Gill Woodman
Careers/Aimhigher & Work Experience Coordinator

Direct line : 01243 838 024

gwoodman@felpham.org.uk

Return to Mrs Woodman

PARENTAL CONSENT FOR WORK EXPERIENCE – 22-26 March 2010

- I have received the letter on work experience and agree to my son/daughter participating in the scheme under the conditions outlined.
- I understand that students will receive no payment for the work involved and are expected to make their own way to the place of work.
- I understand that students must obey all safety, security and other instructions given by the employer and that they must not disclose any confidential information.
- I understand that, in the event of an accident, insurances as are legally required for other employees are in force.
- * I know of no medical condition why my son/daughter should not take part in work experience
 - * The following medical conditions could affect the choice of placement:
(* delete as appropriate)

Name of Student: _____ Form: _____

Signature of Parent/Guardian: _____ Date: _____

Contact email address if available: _____