



THE TIFFIN GIRLS' SCHOOL

WORK EXPERIENCE PROGRAMME - GUIDE FOR PARENTS & CARERS

INTRODUCTION

As part of our careers programme, the school runs a work experience programme for Year 11 students during the summer term, following their GCSE exams. The value of workplace experiences for young people's career readiness and employability skills has been well-established by research and is reflected in current Government policy and non-statutory guidance. The aim of our programme is to provide your child with the opportunity to gain real experience of the workplace, to help them with their exploration of career opportunities and to expand their networks. Work experience gives young people a chance to participate actively in a real working environment and to see first-hand people doing their jobs.

WHAT IS WORK EXPERIENCE?

The content of a work experience placement largely depends on what employers can offer, and can take the form of a formal programme, a number of days spent work shadowing one or more employees, or fully-immersive workplace visits, where a student can witness people carrying out a number of different roles. It is of more value to the students if they are able to complete a placement related to a career in which they are interested, so that they can learn more about it, but all experiences of the workplace are of value in developing students' skills and their understanding of working life.

WORK EXPERIENCE, THE LAW, RISK ASSESSMENT AND INSURANCE

Work experience is not employment in the usual sense but part of a student's education. Any legal restrictions which apply to young workers under 18 also apply to students undertaking work experience, and they must not work more than 8 hours per day or more than 40 hours per week. Work placements may include evening, weekend and holiday hours if this would give the student a more realistic experience.

The employer has the primary responsibility for the health and safety of students while they are on work experience. The school checks that the employer has assessed the risks to young workers on their premises and has suitable risk management arrangements in place.

Students on work experience placements are treated as employees for insurance purposes, and are covered by the employers' Employer Liability Insurance. **Any employer who does not have Employer Liability Insurance cannot be used as a work experience provider, unless they are exempt.**

If your child has any significant medical or other special needs that may affect their work experience, please ensure these are recorded on the agreement form. Any issues arising from undisclosed conditions may invalidate insurance cover.

ARRANGING PLACEMENTS

We encourage students to find their own placements, either through family contacts, or by the students making a direct approach to suitable organisations. Employers value the effort made by young people in taking the initiative, and this process, which can include compiling a CV and cover letter, is valuable for later life. Early contact with employers is encouraged, as there is a great demand for Work Experience and opportunities are limited. For safeguarding reasons, students should avoid arranging a placement with lone traders or people working from home.

The school is not in a position to arrange work placements for the whole year group. We do, however, have a very limited number of employer contacts who are sometimes able to offer placements to our student. These opportunities are advertised to those students who have expressed an interest in that area.

Mrs Broadbent, the school's Work Experience Coordinator, oversees the Year 11 work experience programme and supports students and parents throughout the process. If your child is struggling to secure a placement, they should contact Mrs Broadbent to request assistance, explaining what efforts they have already made. Students will receive separate guidance on finding, and making the most of, their work experience placements, via the [Careers Hub](#) work experience page. They can also make an appointment with Mrs Austin, our Careers Leader, to discuss their options.

DATES AND DURATION OF PLACEMENT

A period of two weeks is allocated for Year 11 work experience, following their GCSEs, and for 2024 this will be 1 – 12 July. This is the ideal time for placements to take place, but if it is more convenient for the employer, placements can take place at other times when students are not in school. However, please note that for placements taking place during the school holidays, the school is not required to carry out employer checks.

It is not necessary for students to spend the whole two weeks on placement, and they can do more than one placement during that time, if they are able to arrange this. The more time spent on placement, the more your child is likely to learn and benefit, and students should make the best use of this time that they can.

THE ROLE OF PARENTS AND CARERS

Parents and carers have an important role to play in encouraging and guiding their child, and supporting the school in their administration of the programme. We hope this guide will answer any questions you may have about your child's work experience, but should you require any further help or guidance, please email workexperience@tiffingirls.org If you have any concerns about your child's placement, please contact the school and **not** the employer.

Ahead of the placement, please make sure your child contacts the employer (do not do this on their behalf) to finalise arrangements so that they know –

- Where they are going and how to get there
- Who to report to on arrival
- Start and finish times
- Arrangements for lunch

- What they should wear

During the placement, please ensure your child –

- Attends their placement every day and is punctual
- Notifies the employer if they are unable to attend
- Understands the goodwill of the employer and is realistic in expectations
- Talks about their day
- Keeps a diary (they will be given a log book for this)

Following the placement, please encourage your child to send a letter or email thanking the employer for the placement. Both the student and employer will be asked to complete a feedback and reflection form, the details of which will feed into the school's evaluation of the work experience programme, and will be added to the student's Start profile. They can then use this to support their future study and employment applications.

All students of compulsory school age who take part in a work experience programme must have the written consent of a parent. The school's [Work Experience Agreement](#) must, therefore, be completed and submitted to Mrs Broadbent before a placement can be confirmed.

CAN YOU HELP?

By developing a network of local businesses and other employers, the school will be in a better position to assist those students without the family contacts to arrange suitable work experience placements. Would you or your employer be able to offer a placement to one of our students in the future? Please contact Mrs Broadbent, our Work Experience Coordinator, workexperience@tiffingirls.org if you are able to help.