

# **SALTASH COMMUNITY SCHOOL**

## **YEAR 10 WORK EXPERIENCE – Frequently asked questions**

### **Is Work Experience compulsory?**

Yes, it is part of the curriculum.

### **Where can students do their placements?**

With suitable employers in England and Wales who hold the correct insurance. Unfortunately, this rules out most **sole traders** as they normally don't hold Employers Liability Insurance.

### **What is the necessary Insurance?**

Employers **MUST** hold **BOTH** Public Liability and Employers Liability Insurances – there can be no exceptions. If the Employer does not hold these insurances, then the placement cannot take place.

### **How can parent/carer help?**

- Help your son/daughter to understand the goodwill of employers offering placements.
- If at first you don't succeed to find a placement keep trying, don't give up.
- Encourage your son/daughter to browse the internet and get out and about.
- You may know a neighbour or friend who could offer a placement to your child, explore all avenues.
- Don't be tempted to ask on behalf of your child, most employers prefer to be approached by the student.
- Ensure all the paperwork is completed and returned on time. Assist your son/daughter in chasing up paperwork from the employer if necessary.
- Help your son/daughter to adopt good work habits, e.g. Punctuality, appropriate appearance and behaviour.
- Ensure your son/daughter attends the placement every day.
- Inform the school of any difficulties that your son/daughter may be having during the process.
- Encourage your child to have a positive approach to the placement, even if it isn't quite what they expected.

### **What is an unsuitable placement?**

Workplaces with serious hazards or placement with parents or close family.

### **Do students need an interview with the employer?**

Many employers will ask students to attend an interview, we ask parents to help us by ensuring this is done. ALL students are encouraged to make contact with the employers a week before they attend, even if they have had an interview.

### **How safe are the placements where students are sent?**

We take all reasonable steps to ensure student safety. Employers complete a risk assessment in view of details provided by you of your child's age, abilities and health. We check that the employer is aware of their safeguarding responsibilities.

All placements are checked for Health and Safety by the Education Business Partnership (a government sponsored body) before being approved. If EBP do not approve a placement the student will be unable to attend and will need to find an alternative placement. We provide a general Health and Safety course before your child starts their placement and if they are undertaking a high risk placement we will make sure that they are aware of the specific risks and their control measures.

### **What is a high-risk placement?**

A high risk placement is usually the type of place where large quantities of heavy machinery are involved or other risks such as high temperatures. Examples of these are construction sites, garages, farming and catering establishments.

### **Cancellation of placement**

Unfortunately, some placements do withdraw their offer of work experience. If this situation arises, depending on what time of year it occurs students may have time to find another placement. If a placement withdraws within 6 weeks of the commencement date, we will do all we can to help find another placement. We will attempt to have the relevant checks done but cannot guarantee that clearance will be given in time for the student to attend the placement.

### **What costs are involved?**

Transport to the placement (if applicable), cost of lunch & drinks, and occasionally special equipment (e.g. Safety Boots, hard hat, although some employers will provide this).

### **Working Hours**

The Working Time Regulations 1998 apply to students on Work Experience, however, the number and pattern of hours worked is normally agreed by the employer, school, student and parent/guardian. If possible normal hours should be worked, although evening work is permitted. The maximum number of hours that a student can work on work experience is 40 hours per week.

### **Work Experience Student Code of Conduct Code for Use of Mobile Phones, Electronic Devices and Social Media**

Included within the work experience Approval and Consent form students will be asked to sign to verify they have read and agreed to the code of conduct even after the work experience has finished. A copy is included in the pack.

### **What if there is a problem at the placement?**

There is always a member of staff available on school premises 8.00am – 4.00pm, Monday – Friday. In addition to this a work experience monitor will visit during the week to make sure the student and employer are happy. If a student cannot attend the placement, they must inform both the employer *and* school immediately. Students are requested to keep the work experience dates free of commitments.

### **What happens after Work Experience?**

The employer is provided with an evaluation form on which we request some feedback about the student's performance whilst they were with them. When this is returned by the employer the student may request a copy which can then be used for UCAS or employment applications.

**If you have any further questions please do not hesitate to contact Mrs Parry on 01752 843715 x396 or via email: [tparry@saltashcloud.net](mailto:tparry@saltashcloud.net)**