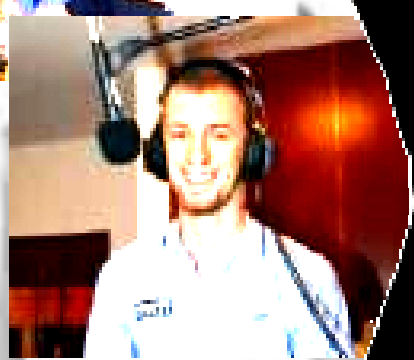
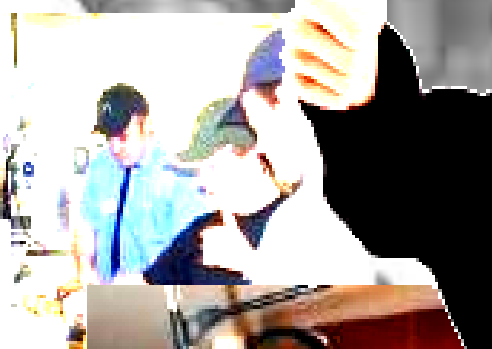
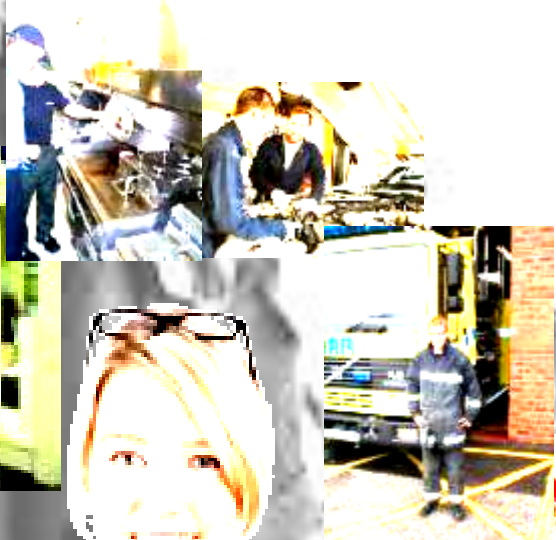


W
O
R
K
E
X
P
E
R
I
E
N
C
E
A
T
W
O
R
K

2022



Work Experience is an integral element of your enrichment curriculum. This is an important part of the career's education and guidance programme.

Valuable experience is gained from going on a work placement and is now considered to be an appropriate way to develop key skills and relevant experience for future applications.

Work Experience clarifies and informs career plans and enriches many courses. Students will be required to set individual targets to be achieved on their work placement and their progress will be tracked and reviewed.

This booklet has been designed for year 12 students to give valuable information and guide them through the process of finding the right placement whether it be via their school or self placement.

Welcome to your Work Experience information booklet. It contains valuable information that you will need to help you find the right Work Experience placement and to get the most from it.

Your Work Experience will commence as soon as all agreements are in place with school, employer, and Safety Measures partner.

As many of you know, Miss Gallagher, our school Librarian is also our Work Experience Co-ordinator. She is available for you to give help and advice, before, during and after your work experience. If you are unclear of anything regarding your work experience you will need to make an appointment to see her.

Instructions and procedure – FOLLOW THIS CHECKLIST

- Register your interest with Miss Gallagher
- Book 1-2-1 appointment to discuss, if need to
- Collect pack and forms
- Placements are sourced by the student, Miss Gallagher can advise on direction and offer suggestions
- Hand in employer signed self-placement form (PROVIDED AT BACK OF THIS GUIDE) request to Miss Gallagher for processing
- Await confirmation and authorisation from school
- You will be given a job description and a start date and time

When can I go out on work experience?

You can attend a work placement where you have free study time on your timetable. For some of you you may have a morning or an afternoon of study, you can opt to attend a placement during these times.

REMEMBER YOU NEED TO ALLOW TIME TO GET TO PLACEMENT AND/OR RETURN TO SCHOOL FOR LESSONS.

YOU WILL NOT BE ALLOWED TO MISS ANY LESSONS TO ACCOMMODATE WORK EXPERIENCE.

A Guide For Students: FAQ's

Will I be out there on my own?

Yes and no! The whole idea is for you to use and develop your initiative and independence. However, help and support is only a phone call away. **All** pupils will have a follow up conversation by a member of staff. Plus, you will be closely supervised by your employer who will be only too willing to guide you through.

How are placements provided?

We work with the Safety Measures Ltd to provide a variety of placements that have been Health and Safety checked.

N.B. All placements are subject to a Health and Safety check carried out by Safety measures and cannot commence until these checks have been done. When searching for a suitable placement make sure they have the required insurance cover, stated on the form, otherwise a placement cannot be approved.

ALL STUDENTS WILL HAVE A DISCUSSION WITH MISS GALLAGHER TO FINALISE PLACEMENTS AND AGREE JOB DESCRIPTIONS AND CONDITIONS.

Can I undertake a placement with my parent/carers?

Yes, providing that the placement conforms to Health and Safety and insurance checks.

Can I go anywhere on work experience?

No, you can only attend work experience placements in our area, Lincolnshire, which includes Boston, Sleaford, Spalding, and surrounding places to these towns. The logistics of getting to your placement during enrichment will probably not allow for further afield travel.

Will I get paid?

No, Work Experience is part of your education, and you may not receive payment for curriculum activities.

How will I know if my placement is safe?

All placements must be health and safety approved for the purposes of work experience. Students on work experience are classed as employees for the period of the placement and as such they are covered by the host company's insurance. With regard to child protection issues, generally, employers and their employees are only checked for child protection, if they have regular, unsupervised access to young people. If the employer chosen is a sole trader, or the placement requires travelling with the employer to other venues then the school may not authorize as a CRB check will be required at extra cost.

If you have any concerns, please contact Miss Gallagher who will try to answer any queries

Can we arrange a placement with an employer not on the Health and Safety Approved Employer Database?

Any employer taking you on work experience must be health and safety approved. A self placement that is not on our database will be health and safety checked by them for the school before any placement can go ahead. The school must make any requests for checks at least 4-6 weeks before the placement takes place.

I have additional needs. How will they be supported on work experience?

Students with additional needs are normally on our school register. Miss Gallagher will liaise regularly to ensure all students on the school SEND register are supported before, during and after their work placement. In all cases placement providers are informed of any difficulties students may have. If you prefer for the placement not to know certain aspect of your difficulties, you will need to discuss this with Miss Gallagher.

What should I do if I have concerns during my placement? Out of school hours?

Contact the school's Work Experience Coordinator immediately, 01205 310505

If your placement continues after the school day you will be given an emergency contact number, should you need it.

**BOSTON HIGH SCHOOL
WORK EXPERIENCE**

CODE OF CONDUCT

- 1. All students are expected to dress in a suitable manner for work. This means no jeans and no trainers, unless previously arranged by employer.**
- 2. Make sure you are always punctual for work. Plan your route to work and time it will take to help with this. If you are late, you will be treated as the other workers.**
- 3. You should always be respectful and polite, ask questions and offer to help.**
- 4. ALWAYS make sure you have something to do. You may find that you have some time when your employer cannot give you anything to do, use it wisely and update your record book.**
- 5. If you are ill (genuinely) and cannot go to work on one day, you must first phone the company concerned and then phone the school to make sure that everyone is informed.**
- 6. If there should be any emergency concerning your work experience you should ring the school immediately and they will contact Miss Gallagher.**

ESSENTIAL INFORMATION

PLEASE BE AWARE THAT AS A REQUIRED, THE SCHOOL IS OBLIGED TO DISCLOSE ANY MEDICAL/HEALTH NEEDS THAT YOU HAVE TO YOUR PLACEMENT. THIS IS FOR YOUR OWN HEALTH AND SAFETY, AS WELL AS FOR THE EMPLOYER TO BE ABLE TO SUPPORT YOU, SHOULD THE NEED ARISE.

IF YOU DO NOT WISH FOR SUCH INFORMATION TO BE DISCLOSED YOU WILL NEED TO DISCUSS THIS WITH MISS GALLAGHER.



ESSENTIAL SELF-PLACEMENT / PLACEMENT INFORMATION

STUDENT NAME: _____ TUTOR GROUP: _____

Date of Birth: _____

Company Name: _____

Company Address: _____

Company Telephone Number: _____

Company Email Address: _____

Contact name agreeing to the placement: _____

Person to contact if different: _____

Does the company have: Employer liability insurance?
Please tick to confirm public liability insurance?

Student Job Title will be: _____

Signature of Employer: _____ Date: _____

ADDITIONAL PLACEMENT INFORMATION – Please fill out to suit

Activities to be carried out: _____

Day of week and timings: _____

Meal arrangements: _____

Travel arrangements: _____

Please return completed form to Miss Gallagher to process details

For office use only

- Details on database
- Approved placement
- Job description
- Parental letter sent
- Employer letter sent
- Log booklet given
- Email sent to sixth form admin
- Spreadsheet

Health & Safety Date

Medical