



Beaumont School

YEAR 10 WORK EXPERIENCE 2009 – 2010

INFORMATION FOR PARENTS



Beaumont School – Year 10 Work Experience

'..the school's admirable emphasis on preparation for working life means that (students) are outstandingly well prepared for their future economic well-being.' (Ofsted Report 2008).

All Year 10 students undertake a week of work experience. This year's Year 10 students will do their work experience during the week 14-18 June 2010.

Preparing our students for life after school is a central part of what we aim to do as a school. During their school career so far your child will already have

- In Year 7, had a day of work shadowing
- In Year 8, had an Enterprise Day creating and running a fast food company in Europe – the 'Chip Shop Challenge'
- In Year 9 had a Business/Economics Curriculum Enrichment Day, and also an Enterprise Day where they produced and presented a business and marketing plan for a recycling company
- In Year 10 been involved in the mini-consultancies project working in a group to solve a work-related problem set for them by a local company

and may also in Year 10 have been offered an appointment with the Connexions personal adviser about their post 16 education/career options.



Work experience in Year 10 recognises the students' increasing maturity and that they may be starting to think about future careers. Feedback from work experience from both students and employers is overwhelmingly positive each year.

Students will shortly be briefed fully in school as to what they need to do to ensure they have a work experience placement in June, and that they are ready to make the most of this opportunity. This booklet aims to help you support your child and ensure they are on the right track.

Placements

The system of Work Experience Placements is coordinated by the Hertfordshire Careers Service (HCS). Within school the programme is the responsibility of Mr Carter (Assistant Head – Learning Pathways) and administered by Mrs Darnell (Community Liaison Coordinator).



HCS arrange a central bank of placements throughout Hertfordshire which they have checked for health and safety, insurances, and the quality of work experience offered. In common with many schools in the County, Beaumont subscribes to this service and our students can therefore select placements from this list via HCS's on-line system called WebView. HCS are also responsible for processing placements organised by parents/students themselves, which are subject to the same checks and requirements as those on their own list.

It is your choice as to whether you opt for:

- A WebView placement selected on-line from the list of placements which can be accessed on-line in mid-January 2010 (known as a 'WebView placement') or
- A placement which you/your child organise yourself either through an existing contact you have, or by approaching a company who does the sort of work in which your child is interested (known as a 'private placement').



Organising a placement: Webview Placement Option

NB If you are organising a private placement your child **MUST NOT** make any selections from WebView.

The Webview system will be live for students to access in **mid January** (precise dates will be given to students nearer the time). The WebView system enables students to select placements which they would be happy to be allocated, and then operates an automatic 'best fit' allocation process for all those students who have submitted their preferences on-line..

Before this, students will be briefed on how to access WebView, and will be given individual log-in details and a set of written instructions as to how to log-in and use the system. They will be asked to choose up to SIX placements that they would be happy to be allocated. We encourage them to discuss the choices with parents/carers before making their selection and entering them on the system. They will not be able to see the name of the company for any of the placements – just the type of company, and a postcode indicating where the placement is located, together with the details of what the work placement will involve. They will only see the name of the company once they have been allocated a placement.

You are logged in as **vicky bell** Log Out

Home Work Experience Literature Search My Placement Details

My Placement Details

Plan your journey with the Intalink web site. Return to job list | New search | Help

| Job | Business | Job Title | Town | Postcode | Status | Choice | # |
|-------|-----------------------|---|-----------|----------|--------|--------|---|
| 7364 | Travel Agents | Trainee Travel Adviser | Hertford | SG14 1BN | | 1 | 1 |
| 8239 | Ladies Fitness Centre | Leisure Assistant - Ladies Fitness Centre | Hertford | SG14 2HS | | 3 | 1 |
| 15306 | Snooker Club | Leisure: Managers Assistant | Ware | SG12 9HW | | 4 | 1 |
| 23780 | Market Research | Marketing Assistant | St Albans | AL1 1NG | | 2 | 1 |

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Most students manage to select six possible placements without too much difficulty and can be allocated a placement with which they are happy.

From experience of what problems **can** arise, there are a few things about which you can remind your child:-

- Use your log in details **exactly** as printed on the slip given to you.
- When searching for placements don't just look under St Albans - try adjoining areas – eg you will find some St Albans placements under the Harpenden tab as the placements are organised by post code
- Check where the placement post codes are to make sure you are selecting placements you can get to. Use eg www.streetmap.co.uk for a quick check. **Do not choose placements that you will not be able to get to!!**
- Make sure you make 6 selections **and** rank them in order of preference
- Don't press 'submit' until you are happy with your selections. Your preferences are saved as you go along so even if you come out of the website part way through choosing, the ones you have already selected will be saved. If you press 'submit' before you meant to, or decide you

want to change your selections once you have pressed 'submit' you will have to come to Reception and ask for your choices to be 'unlocked'.

Students will be given a deadline for submitting their 6 selections. The deadline will only be a few days after they have been given access to the system and is likely to be in the **2nd or 3rd week of January 2010**. This is because other schools may also be looking at the same placements and if we delay in allocating the places to our students they could be taken by those from other schools first.



Following this initial deadline we will run the automatic allocation process and the majority of students who have submitted their choices will be allocated one of their preferred placements. Those who aren't allocated a placement will be asked to make further selections from the placements still available on the WebView system (some may choose to go and organise a private placement at this stage – see below).

After this initial allocation run the process will be repeated on a daily basis so that anyone who submits their choices one day should know by the next day whether they have been successful in gaining a place of their choice. Students can check on-line to see if they have a placement, and they will also be notified via notes in their tutor tray. Obviously the longer they leave it to submit their choices the fewer places there are available from which to choose.

If at any stage a student who has been allocated a WebView placement decides to organise a private placement instead they must let their form tutor or Mrs Darnell in the school office know. Your child cannot hold a WebView place and also apply for a private placement at the same time.

Payment for WebView placements

Beaumont School meets the cost of supplying each student with a placement in Hertfordshire through the HCS WebView system. There is therefore no charge for a WebView placement.



Organising a Placement: Private Placement Option

If you wish to arrange a private placement you need to do the following:

1. Ensure the workplace you want to go to is happy to have you, and can fulfil the following requirements:

- Has up to date employer and public liability insurance cover up to £5m
- Will provide you with the opportunity to develop knowledge, skills and attitudes in a real working environment
- Has been assessed in terms of risks to young people
- Gives a meaningful and realistic insight into working life
- Is prepared to offer adequate supervision and support
- Offers equal opportunities for all young people.



If placements are based in private homes, are high risk, or are in construction we will need to get additional advice from HCS as to their suitability. This is also the case for placements with a mobile worker who has no fixed base or with one person who works on their own.



Whilst you are free to choose where, geographically, your child's placement is, we would advise against organising one which is a significant distance away. This is because it is possible that Examination Boards may organise GCSE or other important exams for the same week which could seriously disrupt or curtail the week's placement if long travel

distances are involved. A good guideline is to ensure your child would be able to get to and from their placement if they were only going in for half a day and had to be at school for the other half.

2. Complete Section 1a of the Work Experience Referral Request form. The form is available from school Reception or by downloading from the school website http://www.beaumontschool.com/curriculum/work_experience.php

3. Give the Work Experience Referral Request form to your contact at the Company concerned and ask them to complete Sections 1b, 2 and 3. Ensure they are aware that HCS will need to visit them to discuss the placement and arrangements for your health and safety etc.

4. Return the completed Work Experience Referral Request form to Mrs Ann Darnell, Work Experience Administrator, at Beaumont School. We definitely need the form in by **Monday 8 February**, but if at all possible before this. The sooner the better!



The Work Experience Referral Request form is then sent to HCS who contact the company and arrange to do the checks needed in order to ensure the placement is appropriate; they also put together a job description. Once these details have been finalised the placement will be entered on the WebView system against your child's name and the placement is confirmed.

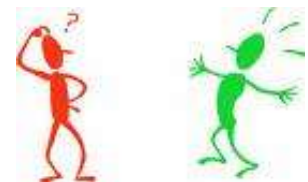
If you are arranging a private placement you need to ensure that the Referral Request form is with the school by **Monday 8 February**. This is so that we can ensure we adhere to HCS's deadlines. If we miss HCS's deadline they cannot guarantee to process your child's placement in time, and your child may therefore not be able to undertake their placement.

Payment for private placements



In order for a private placement to be agreed by the school, HCS will need to undertake a visit (as they do with all other placements) to do Health and Safety checks, and agree the details of the work experience to be offered. If you organise a placement at a location within Hertfordshire, there is no additional cost to you for this. If you organise a placement outside Hertfordshire however, HCS charge Beaumont School an additional £18 for processing the placement, and we have to pass this charge on to you. Completed Work Experience Referral Forms for placements outside Hertfordshire should therefore be accompanied by a cheque to the value of £18 made payable to Beaumont School. Any late applications cannot be guaranteed to be processed in time for Work Experience week but if HCS do permit us to accept them they will most likely incur a further additional charge which we will again pass on to you.

Private placement or WebView placement?



Each year approximately half our students choose placements from the WebView system, and half arrange their own private placements.

If you choose to organise a private placement it will be treated the same as a WebView placement in terms of the requirements for the employer to carry the necessary insurances, meet Health and Safety standards, and provide an agreed quality of work experience for the week. Once you have notified us of the private placement we arrange for HCS to carry out these checks.

Whilst you are free to make your choice of placement from those available on WebView, we would encourage you to seriously consider organising a private placement because:

- You will be able to choose a relevant type of experience, and have that place secured for your own child. Those selecting from WebView will be 'in competition' with others for the

same places and cannot be sure they will be allocated the placement they particularly want – especially if it is a popular choice

- Personal links with a company often tend to lead to a particularly high quality of experience for the student
- There will be insufficient numbers of placements on the WebView system for all students to be allocated a place from here if the whole year group wants a WebView placement
- You can start arranging a private placement now (in fact we recommend that you do) whereas the WebView system will not be open until mid-January 2010. If you wait until you can choose from the WebView placements and then do not find a placement you want, time will be a little short for arranging an alternative, private, placement.



If you prefer you **can** of course wait to see what placements are available on WebView in mid-January and then decide whether to make your choices from those on the list, or to try to arrange a private placement at that stage; it will still be possible to start arranging a private placement in the new year provided you do not delay, but we would encourage you not to leave it until January if you think you are going to go down this route.

Unfortunately we have no prior knowledge of the WebView placements until the day the system 'goes live' in January so we cannot give you any indication as to whether particular types/placements will be available. This is because the system is run by the Herts Careers Service, not Beaumont School.

What happens next?

You will shortly receive a consent form and medical details form to complete. Please return these as soon as possible; we need them so that we have up to date contact and medical information, can let your child's 'employer' know of any information they need in order to ensure your child is safe whilst on their placement, and can therefore be sure that all the relevant safeguards and insurances for your child are in place whilst they are on placement.



If you are going to organise a private placement please start to do so as soon as possible. You do not have to wait until January when WebView goes live and in fact we would suggest that you don't delay.

Shortly before WebView goes live in mid-January your child will be briefed and be given their log-on details so that if they want a WebView placement they can make their selections from the website.

Once your child has a placement organised you will receive two forms from us

- Placement Details / Job Description
- Parent / Student Agreement Form

Placement Details: these are for you to keep so that you have a record of what your child will be doing, contact details etc. Please ensure that both you and your child have read it and are happy with all the details.

In particular please check what requirement the employer has in relation to meeting your child before the work experience begins. **All** students should contact their employer 2 to 3 weeks prior to the week in order to

- introduce themselves if necessary,

- confirm the arrangements for the placement, and
- check whether an 'interview' is needed,

but in some cases the employer has specific requirements which your child will need to meet – eg visit to meet colleagues, arrange uniform etc.

Parent / Student Agreement : both you and your child need to sign the form and return it to school as soon as possible. Once we have received this in school we will confirm to the employer that the placement will go ahead. Under normal circumstances we do not confirm that your child is taking the placement UNTIL we have received this signed form so please do not delay returning it.

Preparation for Work Experience

In the weeks running up to Work Experience week your child will have further sessions related to their placements during tutor time and in PSHCE lessons. In particular they will

- produce a CV and covering letter which will be sent to their placement supervisor, and
- receive a Work Placement Diary which they should use in preparation for and during their week at work. Please remind them to read this before starting their placement, to complete all relevant parts, and to remember to take it with them to their placement as there are sections in it for their supervisor and colleagues to complete. There is also a section for parents to complete.

During work Experience Week

Your child should attend work experience for the whole week, during the hours stated on their Placement Details unless they need to be absent for

- illness
- GCSE exams
- Other pre-agreed reasons



In all cases you must advise both the school and your child's placement if they are absent from work experience for any reason. If your child gets held up on the way to their placement (eg bus late) they should also ring their placement to advise them that they are running late.

During the week most students will have a visit from a member of the school staff to see how they are getting on (provided this can be arranged for a mutually convenient time). The member of staff will keep a written record of how the student is performing. We will also ask the employer to complete an assessment at the end of the week and return it to us. Students will be given a copy of this assessment and they may find it useful for reference purposes if they are applying for eg Saturday jobs in the future.

On completion of the work experience students write a letter of thanks to their employer.

Further Information

Further copies of this leaflet and the Private Placement Referral Request form can be downloaded from the Year 10 Work Experience link on the Work Related Learning page of the school website http://www.beaumontschool.com/curriculum/work_experience.php

General information about the Work Experience Programme, including deadlines which are set as the year progresses, will also be accessible from this page. Please address any queries to Mrs Darnell in the school office in the first instance.