



# Beaumont School

## YEAR 10 WORK EXPERIENCE 2011 – 2012

### 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 2-6 July 2012.**

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 created a business venture to raise money for the Prince's Trust

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 be briefed fully in school as to what they need to do to ensure they have a work experience placement in July, 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



HCS Careers

Ltd (HCS). Within school the programme is the responsibility of Mrs Powdrell (Assistant Head – Teaching and Learning) 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 late January 2012 (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: 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 the Construction industry 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.



You are free to choose where, geographically, your child's placement is, but the majority will be within reasonable reach of home. If you want to arrange one where they will need to stay away from home we can ensure through HCS that the placement itself is checked but you will be responsible for arranging and ensuring that you are happy with all other aspects of your

child's week (accommodation, travel, welfare etc).

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](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 health and safety etc.

4. Return the completed Work Experience Referral Request form to Mrs Ann Darnell in the office at Beaumont School. We definitely need the form in by **Monday 20 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. For placements outside Hertfordshire HCS 'contract out' these checks to an appropriate body local to the placement. 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.

#### 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, the school meets the cost and there is no additional cost to you. If you organise a placement outside Hertfordshire however, HCS charge Beaumont School an additional £20.05 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 £20.05 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.

## Organising a placement: Webview Placement Option

The Webview system will be live for students to access **on Monday 23 January 2012**. 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.



The screenshot shows the 'My Placement Details' page of the HES webview system. At the top, it indicates the user is logged in as 'vicky bell' and provides a 'Log Out' link. The navigation menu includes 'Home', 'Work Experience Literature', 'Search', and 'My Placement Details'. The main heading is 'My Placement Details'. Below this, there is a link to 'Plan your journey with the Intalink web site.' and links for 'Return to job list', 'New search', and 'Help'. A table lists four job opportunities with columns for Job, Business, Job Title, Town, Postcode, Status, Choice #, and a selection icon. A 'Submit' button is located below the table. At the bottom, there are links for 'Accessibility', 'Privacy Statement', and 'Other Services'.

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

Historically most students who choose to use Webview have managed to select six possible placements without too much difficulty and can be allocated a placement with which they are happy. There is however likely to be more pressure on places this year so there might well be less choice available than in previous years.

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

- Use 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](http://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 six 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 asked to submit their six selections as soon as possible after being given their log-in details. This is because other schools will 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. We will make computer rooms available at lunchtime on 23 January (the day the placements are released by HCS), but we would strongly suggest that you try to arrange to be able to look at the placements on-line that evening at home as well.



We will run the automatic allocation process and hopefully 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 above).

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 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.

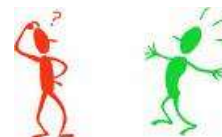
#### Payment for WebView placements

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.



#### **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
- You can start arranging a private placement now (in fact we recommend that you do) whereas the WebView system will not be open until 23 January 2012. 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 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 HCS Careers Ltd, not Beaumont School.



### What happens next?

Early in the New Year you will receive a consent form and medical details form to complete. Please return these at or before the Information Evening in January (see below); 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. **We will pass the medical and contact details that you supply to us on this form to your child's employer so please ensure they are complete, and accurate.** Every year we spend a considerable amount of time chasing late consent forms; please do make every effort to return these without delay.

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 strongly recommend that you don't delay.

Shortly before WebView goes live in 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. There will also be a Parents Information Evening on Wednesday 11 January 2012 (7pm in the Hall).

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. We will ask you to sign a copy and return it to school.

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. They should also take a copy of their Job description with them as a reminder of what work they should and should not be expected to undertake.

## 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
- 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.

Please ensure that you are always contactable on the contact numbers you have given us in case there is an emergency. This is particularly the case if your child is working outside normal office hours – eg evening / weekend - as you will need to be the first point of contact for an employer should any problem arise.

If either your child or you have any concerns about their safety, about things that are being done or said around them, or that they are being asked to do things that either of you feel are not appropriate then they should raise this with their supervisor and you should inform either Mrs Powdrell or Mrs Darnell at school immediately.

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 page under the Curriculum tab on the school website [http://www.beaumontschool.com/curriculum/work\\_experience.php](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.