



Beaumont School

Work Experience

Information for Parents and
Year 10 Students for 2017

‘..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).

All Year 10 students undertake a week of work experience. This year’s Year 10 students will do their work experience during Curriculum Enrichment Week: **Monday 3 – Friday 7 July 2017.**

Preparing our students for life after Beaumont 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 in the *Million Makers* project

In Year 10 they may 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 with nine out of ten students saying that they had enjoyed work experience, and 80% of students feeling that they had learned about what it is like to be employed and that they had increased in confidence, become more independent and learned new skills.

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 Youth Connexions. Within school the programme is the responsibility of Mr Cross (Assistant Headteacher) and administered by Mrs Rider (Work Experience Administrator).

Youth Connexions arrange a bank of placements for us 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 Youth Connexions’ on line system called LINK2. Youth Connexions is also responsible for processing placements organised by parents/students themselves, which are subject to the same health and safety checks and requirements as those on their own list.

It is your choice as to whether you opt for:

- A LINK2 placement selected on line from the list of placements which can be accessed from **Friday 27 January 2017** (known as a ‘LINK2 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
- is prepared to be 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 Youth Connexions 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 alone.

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 Youth Connexions that the placement itself is checked for health and safety 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). We are unable to arrange the necessary checks on any work places outside England. Once arranged, please:

- 2 Complete the Student section of the Private Placement Form, previously issued to all students. The form is also available from school Reception or by downloading it from the school website www.beaumontschool.com, Work experience page (under 'How we Learn').
- 3 Give the Private Placement form to your contact at the company concerned and ask them to complete the rest of it. Make sure you have a discussion with them about the type of work to be carried out as this needs to be included in the form under 'Work Experience Job Title' and 'Work Experience Activities'. Ensure they are aware that Youth Connexions may need to visit them to check arrangements for health and safety.
- 4 It is also very important that you check with them whether they have offered any other placements for the same week either to Youth Connexions or to another student requesting a private placement. If they have done so you need to check they are happy to have your child as well.
- 5 Return the completed Private Placement form to Mrs Rider in the office at Beaumont School. We need the form in by **Monday 20 February 2017** for placements out of Hertfordshire and **Thursday 23 March 2017** for placements within Hertfordshire, but if at all possible, before this. The sooner the better! **If you are arranging a placement in London you need to get the form to us as soon as possible as the London agencies get very busy and can take longer than normal to process our placements.**

Youth Connexions then arranges to do the health and safety checks needed in order to ensure the work placement is appropriate. For placements outside Hertfordshire, Youth Connexions 'contracts out' these checks to an appropriate body local to the placement. Once these details have been approved the placement can be confirmed.

Payment for Private Placements

If you organise a placement at a location within Hertfordshire, we ask for a voluntary contribution of **£15** per student towards the cost of the health and safety check. If you organise a placement outside Hertfordshire however, Youth Connexions makes an additional charge to the school to which we ask to contribute **£25** for processing the placement. If the placement is in London, the additional cost increases to **£30**.

All work experience costs are heavily subsidised by the school. Unfortunately, we are unable to meet the full costs from our own funds. Our preferred method of payment is the online payment system which can be accessed via the quick link on the Beaumont School website or at www.scopay.com/beaumont but **please ensure you pay the correct amount pertaining to your child's placement. There will be three options.** Alternatively completed Private Placement Forms can be sent in accompanied by a cheque to the value of **£25** or **£30** as appropriate, made payable to Beaumont School. Any late applications cannot be guaranteed to be processed in time for work experience week but, if Youth Connexions does permit us to accept them, they will most likely incur a further additional charge which we will again pass on to you. This additional charge could be as much as £50.

ORGANISING A PLACEMENT : LINK2 OPTION

The LINK2 system will be live for students to access on **Friday 27 January 2017**. The LINK2 system enables students to select placements which they would be happy to be allocated; an automatic allocation process for all those students who have submitted their ranked preferences online then takes place. Time will be allocated in school for students to use computer rooms to look at the LINK2 website but you are strongly recommended to spend time at home looking at the placements available and deciding which to apply for.

Before this, students will be briefed on how to access LINK2, and will be given individual PIN and log-in details and a set of written instructions as to how to access the system. They will be asked to choose between three and six placements which they would be happy to be allocated. We encourage them to discuss the choices with parents/carers before finalising their selections and entering them on the system. They will be able to see the type of company and a postcode indicating where the placement is located, together with the details of what the work placement will involve.

Please ensure you advise your child to:

- Check where the placement postcodes are to make sure they are selecting placements they can get to. Use www.streetmap.co.uk or Google maps for a quick check. There is also a link to a map for each placement within LINK2.
- Make sure you make three (minimum) to six (maximum) selections **and** rank them in order of preference.
- Do not 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 see Mrs Rider and ask for your choices to be 'unlocked'.

We will start running the automatic allocation process for the first time on the morning of **Monday 6 February 2017** 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 LINK2 system or they may choose to go and organise a private placement at this stage – see previous section.

After this initial allocation run, the process will be repeated regularly so that anyone who submits their choices will be told if they have been successful in gaining a place of their choice. Obviously the longer they leave it to submit their choices, the fewer places there are available from which to choose. The automatic allocation of placements is carried out and is based on the date of submission followed by the order of ranking. The earlier the student submits their ranked choices on or after 6 February, the more chance they have of securing their placement.

Payment for LINK2 placements

Beaumont School commissions Youth Connexions to carry out individual Health and Safety Risk Assessments for each placement. We ask for a voluntary contribution of **£15** per student towards this cost. Our preferred method of payment is the online payment system which can be accessed via the quick link on the Beaumont School website or at www.scopay.com/beaumont but **please ensure you pay the correct amount pertaining to your child's placement (there will be three options)**. Alternatively, payment can be made by cheque to the value of **£15** made payable to Beaumont School.

PRIVATE PLACEMENT OR LINK2 PLACEMENT?

Each year approximately half our students choose placements from the LINK2 system, and half arrange their own private placements.

Whilst you are free to make your choice of placement from those available on LINK2, 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 LINK2 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 LINK2 system for all students to be allocated a place from here.
- You can start arranging a private placement now (in fact we strongly recommend that you do) whereas the LINK2 system will not be open until **Friday 27 January 2017**. If you wait until you can choose from the LINK2 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 LINK2 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 too late if you think you are going to go down this route.

Whilst we do not know exactly what placements will be available on LINK2 until the system goes live in January it is unlikely that there will be many placements in the legal / science/ IT / architecture / marketing / financial/ medical and similar sectors so if your child is interested in these sorts of areas you would be well advised to start trying to organise a private placement now.

WHAT HAPPENS NEXT?

You have received a consent form and medical details form to complete. Please return these at your earliest convenience. 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.**

Shortly before LINK2 goes live in January your child will be briefed and be given their log-in details so that if they want a LINK2 placement they can make their selections from the website. Once child has a specific placement organised you will receive two forms from us:

Placement Details (job description)

You will receive two copies of the placement details (job description). One copy must be signed and returned to school as soon as possible and the other copy is 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 two to three weeks prior to the week (or earlier if the employer requires this) in order to

- introduce themselves if necessary
- confirm the arrangements for the placement, and
- check whether an 'interview' is needed

In some cases the employer has specific requirements which your child will need to meet – eg visit to meet colleagues, arrange uniform etc. It is also really important that the student, not the parent contacts the employer.

Parent /Student Agreement

Both you and your child need to sign the Parent/Student Agreement 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 PSHCEE lessons. During these sessions 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 about safety in the workplace,
- there is also a diary section for students to complete which can record useful information for future job applications and interviews.

DURING WORK EXPERIENCE

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 to be absent from work experience for any reason. If your child gets held up on the way to their placement (e.g. 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. There will, however, also be an emergency contact mobile number available to employers and parents which will be held by a member of staff during the week.

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 Mr Cross or Mrs Rider 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 – if not a phone call will be made). 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. This may be used for reference purposes if they are applying for 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 on the school website www.beaumontschool.com (under 'How We Learn'). General information about the work experience programme, including deadlines which are set as the year progresses, will also be accessible from work experience page of the school website.

Please address any queries to Mrs Rider in the school office in the first instance.

USEFUL DATES TO REMEMBER

Arrange Private Placement	From now onwards
LINK2 system opens	Friday 27 January 2017
Students given access to LINK2, PIN and login Room A1 is available for students at lunchtime to login and get help	Friday 27 January 2017
Allocation process starts on LINK2	Monday 6 February 2017
Deadline for Private Placements out of county	Monday 20 February 2017
Deadline for Private Placements within Hertfordshire	Thursday 23 March 2017
Work experience week	Monday 3 – Friday 7 July 2017

USEFUL CONTACT NAMES TO REMEMBER

Mr Cross, Assistant Headteacher
Mrs Rider, Work Experience Administrator

