



Careers Education, Information & Guidance

# **Year 10 Work Experience**

**3<sup>rd</sup> – 7<sup>th</sup> July 2017**

<http://CareersatBeaumontSchool.blogspot.co.uk/>

# Careers & Work-Related Education



- Year 7 - Work shadowing
- Year 8 - Business Challenge (CED)
- Year 9 - “Million Makers” (PSHCEE)
- **Year 10 - Work Experience**
- Year 11 - “Moving On” CED, Senior Team Guidance meetings
- Years 12 & 13 Industrial awareness, Eureka Challenge, Dragons’ Den



# *Why do Work Experience ?*



A UK Commission for Employment and Skills report, *Catch 16-24*, said that 66% of employers rate work experience as a critical or significant factor in recruitment



**UK COMMISSION FOR  
EMPLOYMENT AND SKILLS**



# *Why do Work Experience ?*



‘...Work Experience in Key Stage 4 had a positive impact on pupils’ attitude to school on their return ...’



# Work Experience Feedback, 2016



- 80% of students either strongly or completely agreed that they had 'enjoyed their Work Experience placements'
- They agreed to a similar level that they had learned about what it is like to be employed; they had increased in confidence; become more independent and learned new skills



# Work Experience Timeline

- **Nov 2016** Initial letters issued to parents
- **Dec 2016** Parent Information Evening  
Information Booklets issued
- **Dec 2016** Medical Consent Forms returned to school
- **Feb 2017** 'Link2' allocation process
- **June 2017** Preparation work in PSHCEE lessons and Tutor Periods
- **CED wk 2017** Work Experience Week

# Cost of Work Experience Week

## ❖ Health & Safety Checks

- All placements must be Health & Safety checked by qualified professionals
- Parents are asked for a £15 *voluntary* contribution towards the H&S checks of places provided by the school
- Parents are *expected* to make a £15 contribution towards the H&S checks of privately sourced places

# Cost of Work Experience Week

## ❖ Health & Safety Checks

- Parents are *expected* to make a £25 contribution towards the H&S checks of privately sourced places outside of Hertfordshire
- Parents are *expected* to make a £30 contribution towards the H&S checks of privately sourced places in London



# Allocation of Placements

## ❖ Private Placements

- Students ask the employer to complete the 'Referral Request' Form
- Beyond Herts Form returned by **20<sup>th</sup> Feb**
- Within Herts Form returned by **23<sup>rd</sup> March**
- Health & Safety checks carried out

# Making payments

## ❖ Electronic payment



- Online payment system (catering, trips etc)

For guidance on using the Online payment system click [here](#)

Work Exp - LINK2 / Private Placement within Hertfords	<a href="#">View history</a>	£15.00	£0.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>
Work Exp - Private Placement in London	<a href="#">View history</a>	£30.00	£0.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>
Work Exp - Private Placement out of County	<a href="#">View history</a>	£25.00	£0.00	£ <input type="text" value="0.00"/>	<input type="checkbox"/>

## ❖ Cheque - payable to 'Beaumont School'

# Allocation of Placements

## ❖ Placements through *'Link2'*

- From **Friday 27<sup>th</sup> January**, all students will be given access to *'Link2'* - **their individual PINs issued**
  - Friday lunchtime, in school, rm A1
  - At home from Friday onwards
- It is **not** “first come, first served”

*Link2* is an online booking system which lets students look at and apply for Work Experience placements.

It also has a links to employer location maps and the *Transportdirect* website to help students and their parents plan the best routes to their placements





*Youth Connexions* has invested in this system to:

- Deliver a more efficient service to schools
- Give students more say in their choice of placements
- Improve communications with employers
- Keep up-to-date with other work experience providers in the country





# Information for Parents

- Provides a real, on-line job application experience for students – common practice with employers
- Supports parental involvement as placements can be viewed and discussed at home
- Early consent avoids future problems
- Placement sheets, information and other resources available online



# Benefits for students

- Students have greater input in choosing their placements. The process helps develop key work-related skills through:
  - planning their journey
  - making decisions
  - evaluating the benefits versus risk in making their choices
  - thinking about what they want



# Student Selection Process

- Students use their PIN to log on to the website
- They search opportunities using the sectors/categories they are interested in (middle option on student main menu bar)
- Students select between 3 and 6 opportunities from *Link2*, ranking them in order of preference
- The system allocates placements on a “best fit” basis to ensure fairness







The screenshot shows a web browser window displaying a portal for work experience placements. The browser's address bar shows 'http://www.hertfordshirechamber.co.uk/Work-Experience-Reports'. The page header is dark blue and contains the text 'You are logged in as heather hawkins' on the left and 'Admin Menu' on the right. Below the header is a navigation menu with the following items: 'Home', 'Work Experience Literature', 'Search', 'Own Placement', and 'My Placement Details'. The main content area is white and features the heading 'Student Home' in a blue serif font. Below the heading, there is a paragraph of text: 'This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.' This is followed by two lines of red text: 'Travel arrangements must be agreed by your parent / carer before submitting your placement choices.' and 'If an employer requests an interview, you must attend.' At the bottom of the main content area, there is another line of text: 'If you have any questions about work experience, please talk to your teacher / work-experience co-ordinator.' The browser's status bar at the bottom right shows 'Internet'.



# Search

Please select one of the options below, or enter the job number

Job number

Go

OR search for all or part of an employer's name here:

Employer

Go

OR search on employer's postcode here:

Postcode

Go



Administration, Business and Office Work



Financial Services



Performing Arts



Building and Construction



Healthcare



Personal and Other Services including health and beauty



Catering and Hospitality



Languages, Information and Culture



Retail Sales and Customer Services



Computers and IT



Legal and Political Services



Science, Mathematics and Statistics



Design, Arts and Crafts



Leisure, Sport and Tourism



Security and Armed Forces



Education and Training



Manufacturing and Production



Social Work and Counselling Services



Engineering



Marketing and Advertising



Transport and Logistics



Environment, Plants and Animals



Media, Print and Publishing



ALL All Categories

To restrict your search to a specific post code area, town or telephone code area, enter the details here and press submit before making your classification selection.

Postcode:

Town:

Telephone area code:

Flag:

Approved only

You may further restrict your search to those flagged with a particular code (or enter \* for any flag) and limit it to show only H&S Approved jobs by ticking the box at the end.

youth  
connexions

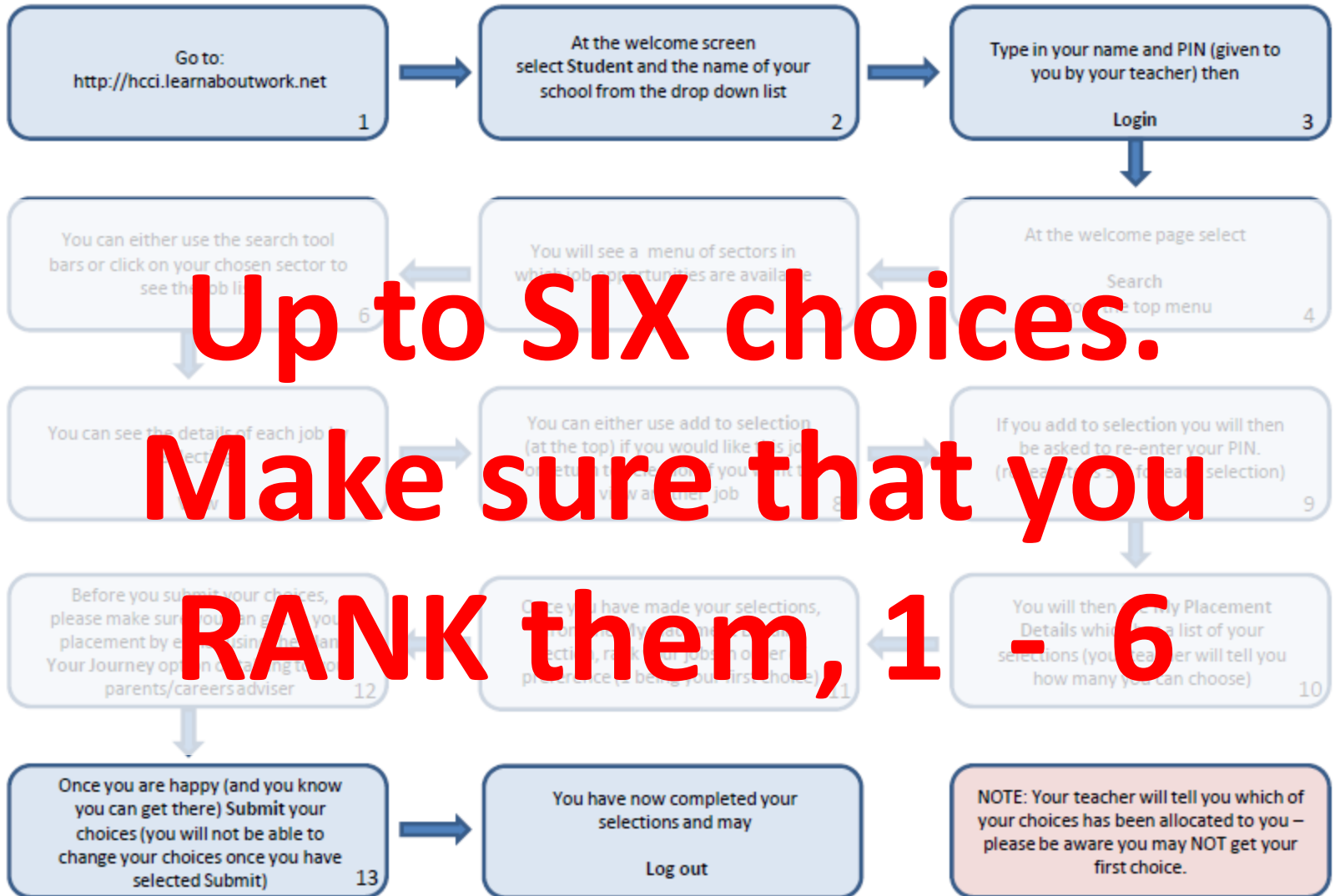
HERTFORDSHIRE

Cascaid software  
code: *busybusy36*

M =  
MORRISBY



## Link2 Student "quick guide"



**Up to SIX choices.  
Make sure that you  
RANK them, 1 - 6**

# Data Protection and Security

- *Link2* is not an open website
- Access controlled by user name and PIN
- Only school and *Youth Connexions* staff can see student details and PINs
- Employers cannot view students' names
- Reliable system that is backed up every night



# Private Placements

- An alternative to placements provided by Herts Chamber of Commerce and Industry
- Sourced and considered “appropriate” by student / parent / carer
- Ensures student gets placement in their chosen sector / accessible geographic location
- Subject to the same Health and Safety checks



# During the placement

- Whenever possible students will be visited by a member of staff
- If a student is ill and unable to attend they must inform the placement AND the school at the very start of the day
- If there is a problem with the activities they are asked to do they should contact Mrs Rider at school
- Students complete a “log book” whilst at the placement
- Mobile Phone/Social networks

# After Work Experience

- The employer sends a report about the student to the school which can be used for future reference-writing.
- Students carry out Work Experience evaluation and feedback in PSHCEE lessons and Tutor Periods.



*Thank you*

*Please remember to take your  
Information Booklet with you*

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