



WORK EXPERIENCE PLACEMENTS EMPLOYER INFORMATION

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Career Leader – Leeanne Hunnex

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Year 10 Work Experience: Information for Employers



Dear Employer,

On behalf of Royal Wootton Bassett Academy, we would like to thank you for offering one (or more) of our students a work placement with your business. Work experience is so valuable in helping young people to develop skills in different settings and to aide career decision making.

Contents

Work Experience	3
Aims	3
Objectives.....	4
General Information	4
Student Activities on Work Experience	5
Health and Safety.....	7
Y10 Work Experience – Provider Reference	8
RA1 - Risk Assessment Form for Employment of Young Persons (Employer).....	10

If you have any queries, concerns or issues prior to or during the work experience week, please do not hesitate to contact Leeanne Hunnex and we will try to resolve the issue as quickly as we can.

Regards,

Leeanne Hunnex

Careers Leader

Email: lhunnex@rwba.ascendlearningtrust.org.uk

Tel: 01793 841900

Year 10 Work Experience: Information for Employers



Organisations are invited to read the following information and to contact the school if there are any points which are unclear.

Work Experience

Students are expected to carry out work activities as if they are a young trainee with the organisation. Students will spend a week at the placement and should be provided with an insight into the organisation whilst undertaking different tasks, thus gaining an understanding of that occupational area.

Prior to the work experience, students will have completed preparation at school including personal aims and objectives, research into the occupational area and a general health and safety brief. You may want to see the student before the placement commences for an informal interview.

During work experience, students are expected to complete a work experience diary, which encourages them to look at a range of aspects within your organisation.

After the work placement, students will be expected to complete further elements of their work experience diary, reflecting on their time at work.

Aims

- To enable the student to gain a broader view of the world of work, so that they might be better prepared for the transition to a work environment in the future
- To enable students to gain first-hand experience of the world of work, promoting a greater awareness of the business community and other organisations

Year 10 Work Experience: Information for Employers



- To encourage the development of student's 'soft' employability skills
- To gain relevant experience to enhance their chances in seeking either a university place or a job.

Objectives

- To practise and develop the students' personal and social skills in a real-life context
- To identify personal aptitudes, likes and dislikes
- To assist in career decision making
- To demonstrate a sense of self-discipline and responsibility in matters such as timekeeping, presentation etc
- To develop a partnership between students, the school and the community
- To enrich the educational experience of students by relating subjects studied in school to the world of work
- To enable students to become more aware of different values and ethics which might exist in the world of employment.

General Information

Organisations are invited to be involved in the continued development of the work experience programme, and we would welcome suggestions and partnership working to enhance the experiences of our students.

While students are on placement with you:

- If there are problems relating to the programme, please refer to lhunnex@rwba.ascendlearningtrust.org.uk in the first instance.
- If at any time an issue arises that needs us to intervene, please contact us at school so we can arrange a visit to try to resolve it.
- In the unlikely event that any work placement gets to the stage it is irreconcilable, then please call us to outline issues prior to the student being dismissed. We would ask that the student is then told to report back to school immediately.
- During the period a student is with you, we will need to contact you to check their progress. Ideally, we will phone you within the first 2/3 days of a

Year 10 Work Experience: Information for Employers



placement to organise a convenient time to visit the student. During this visit, it would be greatly appreciated if you could spare 5-10 minutes to discuss the student's work with a member of staff. We sometimes have students completing work experience across the UK. In this instance if a visit is not possible, we will complete a check in over the phone.

- Students should not be paid whilst on work experience. However, some employers might wish to assist with travel and/or other out of pocket expenses.
- Some students may find the adjustment to a work environment difficult. If for any reason we need to withdraw a student from a placement we will only do so after consulting you.
- Students should bring a work experience diary to placement with them. Contained in this booklet is a health and safety induction checklist. We politely request that each item on this is discussed with the student where applicable, and that both the student and employer initial it to show that this has been done.
- We do ask you to complete a simple assessment of the student at the conclusion of their work experience; this can also be found at the back of this booklet.

Student Activities on Work Experience

- Every student should be linked to a specific person although he/she might not spend all the time with that one person. The link person should, preferably on the first day, brief the student about your organisation in general terms and the procedures applicable to the student's placement. Special attention should be paid to the health and safety aspects of your organisation and the student should be made aware of arrangements in instances of fire or other emergencies.
- A guided tour of the premises and brief introduction to relevant staff should ensure that the student is integrated into your organisation and settles in relatively easily. It is useful if the student can be found a desk or other area so that they can carry out any written work they might have to undertake during the placement.

Year 10 Work Experience: Information for Employers



- During the placement, students are encouraged to find out information about the company so some of their time may be spent observing, asking questions and noting down their responses. Students on work experience will hopefully spend most of their time carrying out a variety of jobs for your company but please do ensure that they can investigate your organisation holistically.
- In all placements, an organisation will decide what activities are undertaken by the students. Some companies have a set programme they use for students on work experience which is great.
- Most students on work experience find it helpful to have a few minutes with their link person at the start and the end of each day. If the student will be moving from department to department, it is a nice gesture if the link person from the previous day introduces the student to the link for the new day. This link also provides an opportunity to discuss the forthcoming day's activities and, at the end of the day, an opportunity to reflect on what has been observed and achieved.
- The final afternoon of the placement should, if possible, involve a slightly longer debrief about the whole placement; it is also an appropriate moment to complete the student assessment sheet in their booklet. Please give the student some time to note down any comments of their own regarding what they have gained from the work placement.
- If a student is more than 30 minutes late to their work placement without contacting the organisation directly, please telephone the school immediately and report this to Leeanne Hunnex.
- If a student is absent and does not contact your organisation directly, please report this to Leeanne Hunnex also as soon as possible. Ideally please give students the name and direct line number of someone they can inform if they are unwell or running late.
- Your organisation must ensure that they hold Employer's Liability Insurance. This will be checked by RWBA to ensure that your Employer Liability Insurance will cover the student for the duration of their work experience.

If you have any queries or comments relating to work experience, or other education/business links, please contact us. We welcome your interest and involvement.

Year 10 Work Experience: Information for Employers



“We would like to express our gratitude for your time and assistance with this important part of the curriculum. It is of tremendous benefit to the students, the school and the community for the future.”

Health and Safety

In this document is a risk assessment, if any of the risks apply to your workplace please complete form and return to lhunnex@rwba.ascendlearningtrust.org.uk

As part of their preparation, all students will have received a general briefing on Health and Safety, but every workplace is different. We would therefore ask that you complete a Health and Safety briefing with the student before they start their placement or within the first 30 minutes on their first day.

We ask all organisations to confirm that they comply with the requirements of the Health and Safety at Work Act 1974 and subsequent legislation which includes reference to the induction of employees on Health and Safety. Students on Work Experience are covered by the same legislation and employers should ensure that:

- On arrival, students are thoroughly briefed on all aspects of Health and Safety related to areas they might work in
- Students are not allowed to work on activities which are prohibited due to their age
- Emergency procedures are clearly explained
- Personal Protective Equipment is provided if it forms a necessary part of the work activity
- Clear instruction is given for any 'hands on' experience involving tools or machinery
- Students are encouraged to seek advice if they are unsure of the work to be done.

If an accident occurs whilst a student is on work experience then, in addition to any statutory responsibility, please inform RWBA.

If you have any concerns regarding Health and Safety, please speak with Leeanne Hunnex, who will take the necessary legal advice where necessary.

Year 10 Work Experience: Information for Employers



Y10 Work Experience – Provider Reference

Please sign and return this form immediately on completion of the work experience. If you have any difficulties, please contact Leeanne Hunnex at the school.

PROVIDER DETAILS

Company name	
Contact Name	
Contact Telephone	
Contact E-mail	
Contact Address	

STUDENT DETAILS

Student Name	
Tutor Group	

On completion of the work experience please can you complete the report below as evidence of the student's key skills and competencies. The form should be returned to the school.

Excellent/Good/Acceptable/Not Acceptable		E	G	A	N	Excellent/Good/Acceptable/Not Acceptable		E	G	A	N
Personal	Interview					Teamwork	Ability to work in a group/team				
	Time Keeping					Responsibility	Initiative/cope with pressure				
	Attendance					Problem Solving	Accuracy				
	Appearance					Study Skills	Learning Ability				
Communication	Written/oral										
Relationship	With Manager/Supervisor										
	With colleagues					Number of days worked by student					

This information will be fed back to students and tutors. Any additional comments would be greatly appreciated.

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Signed _____ Position _____

Year 10 Work Experience: Information for Employers



Date _____

Year 10 Work Experience: Information for Employers



RA1 - Risk Assessment Form for Employment of Young Persons (Employer)

The Health and Safety at Work Act 1974 directs that an Employer must assess the risks to young people under 18 years old, before they start work / work experience. All risks should also be communicated to the young person what those risks. An employer must assess the risk of a person's ability and should consider:

- Inexperience
- Lack of awareness of risk
- Immaturity
- Layout of working area
- Form, range and use of equipment
- Manual handling
- Exposure to biological or chemical agents
- Exposure to heat, noise and vibration
- Extent of training required

Using the following table are there any of the listed hazards / factors present in the workplace?

If any of the following are ticked **Yes** please provide details of control measures/precautions that are in place/will be in place to mitigate risks.

Name of Employee/Student:	
Risk assessment completed by:	
Job title:	
Date completed:	
Who will be responsible for the health, safety and welfare of the above employee while they are in the workplace?	

Hazard / Factors	No	Yes	Control Measures / Precautions taken
Verbal abuse and / or aggression			
Manual handling			

Year 10 Work Experience: Information for Employers



Extreme temperatures			
Noise			
Hazard / Factors	No	Yes	Control Measures / Precautions taken
Vibration			
Ionising radiation			
High voltage electricity			
Machinery			
Hazardous substances			
Biological agents e.g. Rubella, HIV, tuberculosis			
Could any task be reasonably considered to be beyond a young person's physical or psychological capacity e.g. through mental or physical fatigue?			
Are there any risks in the workplace which could pose a threat to an individual's health and safety due to their lack of awareness or inexperience?			
Are there any arrangements for PPE if needed?			
Are there arrangements for special Health and Safety training if necessary?			

Year 10 Work Experience: Information for Employers



Will the individual be required to use any equipment? If yes, will you check they can physically use the equipment and will they receive proper training?			
Have you taken all necessary reasonable practical steps to ensure that the young person is not exposed to any work that could adversely affect their health and/or safety?			
Is the workplace safe for the individual to be in?			
Are there any other factors which might adversely affect the health and safety of the young person?			

Signed _____

Date _____