



WORK EXPERIENCE PLACEMENTS EMPLOYER INFORMATION

ROYAL WOOTTON BASSETT ACADEMY

**Lime Kiln, Royal Wootton Bassett,
Swindon, SN4 7HG
01793 841900**

Careers and Work Experience Lead – Claire Fisher

Email: cfisher@rwba.org.uk Tel: 01793 841958

WORK EXPERIENCE for Year 10

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. I am sure you understand the value of Work Experience for young people, and we believe that working in partnership with Local Businesses, developing transferable skills is vital for the future prospects of the student and growth for industry as a whole.

We would like to ensure that you are in possession of some key information. You will find to follow in this booklet, the aims and objectives of Work Experience, the practicalities involved and the health and safety principles that we follow.

If a student does not arrive at their placement, please telephone the Academy at your earliest opportunity, preferably within 30 minutes of their expected arrival.

If you have any queries, concerns or issues prior to or during the work experience week, please do not hesitate to contact Claire Fisher on contact details provided (on front of booklet) and we will try to resolve the issue as quickly as we can.

Warm regards,

Claire Fisher

Career Advisor and Attendance Officer

Email: cfisher@rwba.org.uk

Tel: 01793 841958

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 particular occupation.

Prior to the work placement, students will have undertaken a process of preparation at school. This preparation should include the establishment of personal aims and objectives, research into the proposed occupational area, and a general health and safety brief. Some organisations may want to see the student before the placement continues for an informal interview.

During work experience, students are expected to complete a student log book, which encourages them to look at a range of aspects within the organisation.

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

AIMS

- To enable the student to gain a broader view of the world of work and the disciplines therein, so that they might be better prepared for the transition to an adult work environment;
- To enable students to gain first-hand experience of the world of work, promoting a greater awareness of the business community and other organisations;
- 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 the selection of a Career;
- 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 to studies in school to work world of work outside;
- To enable students to become more aware of different values and ethics which might exist in the world of employment.

GENERAL INFORMATION

Work Experience forms an integral part of the school curriculum and work relating to it can be found in a variety of subjects.

Organisations are invited to be involved in the continued development of the Work Experience Scheme and we would welcome and suggestions which will improve our approach to application skills or other school work.



- The school is responsible for all aspects of arranging work experience. Any problems relating to the scheme, should be referred to the school in the first instance;
- If, at any time, you are dissatisfied with the student then he/she should be told to report back to school immediately and we would be grateful if you could telephone us outlining the problems prior to their dismissal;
- During the period a student is with you, we will need to contact you to ascertain their progress. Ideally, we will phone you within the first 2/3 days of a placement to organise a convenient time towards the end of the student's placement 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. However, with placements happening all over the OK, it is not always possible to visit in person and you may, therefore, only receive a telephone progress call;
- Students should not be paid whilst on work experience. However, some employers might wish to assist with travel or other out of pocket expenses if they so wish;
- Some students may find the adjustment to a work environment difficult and there is the possibility that we might decide to withdraw individuals from the placement but we will only do this after consulting with you;
- Students should bring with them to their placements, a Work Experience Diary. 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.

PRACTICALITIES

This page will attempt to answer the question: 'What should students do whilst they are with us?'

- 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 the 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 the 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 personnel should ensure that the student is integrated into the 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;
- 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 have the opportunity to investigate the organisation as a whole.

IN ALL PLACEMENTS IT IS AT THE DISCRETION OF THE ORGANISATION AS TO WHAT ACTIVITIES ARE UNDERTAKEN BY THE STUDENTS – SOME COMPANIES HAVE A SET PROGRAMME OF ARRANGEMENTS FOR STUDENTS ON WORK EXPERIENCE.

- 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 debriefing 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;
- The School, in partnership with Swindon Training Ltd, is responsible for all aspects of arranging work experience. Any problems or queries relating to the scheme should be referred to the school in the first instance, even in those situations where the parent has been pivotal in arranging the placement;
- Whilst with the organisation, the student should be subject to the same code of conduct as any other young trainee. If, at any time, the organisation is dissatisfied with the student then immediate contact should be made with the school and or Swindon Training Ltd, and if necessary the student should return to the school immediately.
- 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 David Storey. Furthermore, if a student is absent and does not contact the organisation directly, please report this as soon as practicable to the school contact;
- Each organisation must ensure that they hold Employer's Liability Insurance. This will be checked by trained staff at the Academy to ensure that their own 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.

“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 as a whole for the future.”



HEALTH AND SAFETY

On page 7 of this document is a risk assessment, if any of the risks apply to your workplace please can you fill out the form and return to parmstrong@rwba.org.uk.

We are all very concerned that all students should have a safe and enjoyable work experience and we place great emphasis on Health and Safety in the workplace.

As part of their preparation. All students will have received a general briefing on Health and Safety but this acts only as an introduction to the subject and therefore, does not equip all students for working in specific situations. Therefore, we consider it essential that all organisations provide a detailed Health and Safety briefing for students BEFORE they commence working.

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 into aspects of 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 as it relates to the areas in which they might work;
- Students are not allowed to work on activities which are prohibited as it relates to their age;
- Emergency procedures are clearly explained;
- Personal Protective clothing 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. The same applies to the handling of any hazardous or harmful materials;
- 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, THE ACADEMY MUST BE INFORMED.

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

Year 10 Work Experience - Provider Reference

Please sign and return this form immediately on completion of the work experience. If you have any difficulties, please contact Claire Fisher 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					Team Work	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					
As this report may be used as part of the student's record of achievement, your written comments below would be appreciated											

Signed _____ Position _____

Date _____

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 take into account:

- 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 are in/will be place to prevent the young person coming into contact with these.

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			
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 or volunteer'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 their immaturity (if a student)? E.g. violence			
Are there any arrangements for protective clothing if necessary?			
Are there arrangements for special health and safety training if necessary?			



Will the individual be required to use any equipment? If yes, ensure that they can physically use the equipment and they receive proper training.			
Have you taken all necessary reasonable practical steps to ensure that young persons are not exposed to any work that could adversely affect their health and safety?			
COVID19 – Please describe what measures are in place in relation to the transmission of Covid19			
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.....

Dated.....