



Finding work experience

Having meaningful encounter with the work place will allow the students to access first-hand experience of the workplace, find out about various routes into careers and it gives them a taste of life outside of education. Positive work experience can support the student in their career planning in relation to their next steps at post 16 and beyond.

Work experience can also develop confidence, motivation, aspiration and direction to where they want to be in the future. The experience offers invaluable employability and transferable life skills that will benefit them when applying for colleges, universities and future employment.

In previous years students have even secured part time employment, apprenticeships and support when applying for other careers in the field. A positive experience can also lead to a fantastic workplace reference.

Work experience dates for the academic year 2020/21

The work experience dates are Monday 12th - Friday 16th July 2021. This will be Covid dependent and we are working on a virtual plan should we need to cancel in accordance with government guidance.

We understand that some larger corporations offer work experience across the country and may have their own set dates. If your child is able to secure a placement on an alternative date we may be able to accommodate. Please contact Mr Jordan to discuss this.

Applying for work experience

The earlier the better, Students across the city will be applying for work experience and there will be limits on the number of students that a company can feasibly accept. This process will help prepare the students for applying for a job and they may not secure their preferred choice.

We advise contacting companies to enquire about placements. The best way is usually by letter or email. If your child has not heard back after 2 weeks a phone call to the business to follow up and check that they have received the application. For some parents/carers they may have friends and family links which can also help apply and secure the placements.

Mr Jordan will share a list of some potential employers that have worked with students in the past. This is purely for information purposes and we are unable to share any personal information but it gives the students a starting point.

Once you have found a placement please notify Mr Jordan including a contact for someone at the organisation. As you can imagine the turnaround time varies so we advise that you notify him at the earliest point to ensure there is time to complete the required checks.

Pre and Post support for Work experience

To ensure that our students are ready there will be a series of pre and post support available in tutor time, PHSE lessons and from careers. We will offer activities including support in the initial enquiry. CV writing, mock applications.

During work experience week the tutors, pastoral staff will be in contact with the organisation to check in with the students. Mr Jordan will also be available to support and visit some students at their placement. They will also have a pre and post work experience questionnaire.

On completion your child will receive a certificate of attendance.

Rules and compliance

We want to ensure that your child can access their preferred work experience placement however, safeguarding and the safety of your child is our priority and we must have this before we are able to sign off any placements.

All organisations must have Employer liability Insurance that will be valid and cover the student for the duration of the work experience.

Transport is the responsibility of the student and family. The school is unable to provide transport for work experience.

We require a risk assessment and list of potential duties. The organisation will be expected to offer some form of induction including PPE, First aid and fire procedures.

There could be placements where the student can be working in a 1:1 with an employer. This would need to be considered an appropriate check made to comply with safeguarding procedures. There are some exceptions if the student is working with direct family members. Please notify Mr Jordan if this is the case.

All placements must be signed off by the school to authorise the absence. This will only be done once the required checks and paperwork is complete.