



Bennett Memorial

YEAR 10 WORK EXPERIENCE

15 – 19 July 2019

PARENTS' GUIDE TO WORK EXPERIENCE FOR YEAR 10 STUDENTS

A Work Experience Placement is an educational activity that gives students an invaluable insight into the world of work.

Why are Bennett students required to do Work Experience?

At Bennett, we are passionate about ensuring that our students are as well prepared as possible for their future. An important part of this is giving them the experiences and skills necessary in the workplace. Work experience allows students to not only have first-hand exposure to a professional environment, but also to gain an appreciation of the skills and attributes needed in the workforce.

Year after year, we witness the enormous benefits that our year 10 students gain from work experience. These include:

- confidence in their ability to learn and master new skills and tasks
- improved self esteem
- better ability to communicate with adults
- an opportunity to demonstrate commitment and reliability

- structured, supervised hands-on experience
- problem solving and teamwork skills

What type of work can students do?

The emphasis is on acquiring an interesting and well balanced placement, but there are some restrictions usually based on age and risk (e.g. clinical environments or places using heavy machinery or hazardous materials). These restrictions are designed to protect students from work unsuitable for them.

Ideally, students will secure a placement in a field that matches their career aspirations. However, any work experience, irrespective of the occupation, will provide students with an invaluable opportunity to acquire transferable personal skills that will benefit them in the future.

If your son/daughter finds that their age is an impediment to securing the placement of their choice, they should try to find a placement in an alternative field without delay, e.g. in catering, computing, education, retail,

working with animals, engineering, finance, agriculture, community care, clerical administration, hairdressing, sports, etc.

Please note that any voluntary or paid work undertaken by a student (e.g. Saturday jobs) that has not been approved by Bennett, is not classified as 'Work Experience'.

How are Work Experience Placements Organised?

We consider the job search process just as valuable as the placement itself, and therefore we would appreciate your support in encouraging your son/daughter to contact employers directly. Bennett is not able to source placements for students.

Once a placement is agreed between student and employer, parents are required to complete and submit an online work experience application form. Please be as accurate as possible, as inaccurate or missing information could result in the placement not being approved. Parents must provide the full name of the employer that has expressly agreed to the placement on the specific dates.

Incomplete or inaccurate forms will not be accepted and will need to be resubmitted. Please ensure that the telephone number for your contact is a direct line, and not just the general number for the company (this is particularly important for large companies) and that the email address is correct.

When can students do their Work Experience Placement?

Students are required to find a suitable placement for the week commencing Monday 15 July 2019. It needs to be for the whole week and these specific dates need to be communicated to and approved by the potential employer. In exceptional circumstances, school might allow a student to

carry out work experience during school holidays, but approval must be sought by emailing Dr Brookes first. **Students who do not have a work experience placement in the week commencing 15 July 2019 will be expected at school.**

Students are required to work all 5 days that week; if there is a reason why this may not be possible (e.g. placements in primary schools which have an inset day that week or break early), an additional placement will need to be secured for the remaining day/days.

The number of hours worked is a matter of agreement by the placement provider, school and the student, but it should never be more than 40 hours per week.

Health & Safety

In the workplace, the primary duties relating to the Health & Safety at Work Act (1974) rest with the employer. In this context, the meaning of the term 'employee' includes students on work experience placements. Students are required to comply with the safety regulations of the organisation where they are working. It is their duty to take reasonable care for the health and safety of themselves and anyone else who may be affected by their actions.

As parents, you are reminded of the need to notify the potential employer of any medical conditions your son/daughter may have, as failure to do so could contribute to their injury or that of another party at the workplace.

What Insurance Cover is required?

Employers must hold a current Employer's Liability Insurance which covers a student whilst working for them.

What do parents need to do now?

Although July 2019 seems a long way off, it can take some time to secure a placement. The forthcoming break is the ideal time to start doing some ground work. Moreover, there are lots of other secondary schools in our area which will begin this process roughly at the same time as Bennett, and employers will only be able to take in a limited number of students. The earlier your son/daughter can secure a placement, the more likely it will be in a field that students have chosen themselves.

Students have been briefed in assembly already and they will receive further information during tutor time. There will also be a Futures briefing for students and parents on **12 November 2018 at 7pm** which will cover information on work experience as well as GCSE information and progression into the 6th form.

Students should carefully consider the type of placement that they would like to have, and begin their research. Whilst we fully encourage you to get involved and motivate your son/daughter to get started as soon as possible, please be mindful that students should initiate contact with employers themselves and be involved in the conversations, just as if they were looking for actual employment.

We will write again shortly with details of how to submit your placement.

Parents' role

Should your son/daughter not be successful in obtaining a placement on their first or second attempt, please encourage them to keep trying.

Your support is greatly appreciated, whether it is by simply helping your own child to find a placement, or being able to offer one or more

placements within your own company or workplace to another Bennett student.

With your help and encouragement, we are confident that your child will greatly benefit from work experience. In the past, some of our students have formed long-standing relationships with their employers. You never know, this could initiate a valuable and meaningful professional relationship even this early in their careers!

Key dates

Futures briefing for students and parents:
12 November 2018 from 7pm onwards

Deadline for submitting work experience applications: 18 January 2019

Work Experience week: 15 – 19 July 2019

Key contacts

Welfare: Dr Karen Brookes
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Year 10 Manager: Mr Chris Perry
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Work Experience Administration: Mrs Sarah Child
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