

Work Experience- A guide for Parents

Work Experience presents an invaluable opportunity for your daughter to spend 2 weeks in a work environment.

Why do young people go on Work Experience?

- To gain an insight into the world of work
- To work alongside adults as part of a team
- To gain and practice employability skills
- To develop independence, confidence and self esteem
- To begin to understand the links between the school curriculum and the work place
- To increase motivation to continue their study
- To explore career options

How is work experience organised?

- St Bernard's will deliver a programme of preparation in PSHE before the placement starts which will include Health and Safety.
- Students are expected to find their own placements
- Students will usually be expected to have an interview with the employer before the placement starts
- Students will be issued with a Work Experience Journal to record their experiences and identify the skills they have used and developed during the placement
- A teacher will be allocated to every student to either visit or contact the employer to monitor the student's progress whilst on placement
- When in the work place, students will be expected to behave and carry out tasks as any other employee of the organisation
- The employer will usually nominate a supervisor or mentor who will support the student whilst on placement
- At the end of the placement students will receive a report

How can parents and carers help?

The quality of your daughter's work experience can be strengthened by the interest you take in their placement.

You can help by:

- Helping your daughter understand the goodwill of employers offering the placement opportunity
- Discussing with your daughter the implications of the placement they choose
- Encouraging a positive attitude towards the placement and that the most should be made of the opportunity; even if it isn't quite what they expected.
- Reminding your daughter that work day will be longer than school day
- Encouraging your daughter to undergo a pre-placement interview
- Making sure that all the forms are completed and returned to the school as quickly as possible and before the deadline date
- Encouraging your daughter to complete the Work Experience Journal
- Ensuring that your daughter attends the placement and punctually
- Informing St Bernard's of any health matters which may affect the placement
- Ensuring that both the school and the employer are notified before 9:00am if your daughter is unable to attend

- Helping your daughter to organise safe travel to and from the work placement
- Providing your daughter with either a packed lunch or money to buy food

What are the expectations of the student?

- To behave as an employee whilst on placement, conforming to all the workplace rules and instructions from their supervisor/mentor
- To remember that whilst on work experience they are representing the school
- To remember that the placement may involve confidential and sensitive information that must be kept private
- To remember that all work place equipment is for work purposes only
- To wear the appropriate foot wear, protective clothing or uniform as requested by the employer

Frequently asked questions

Who do I contact if I have a query?

If you have any questions or concerns with regard to your daughter's placement, please contact Mrs Davies—Careers Co-coordinator on 01702 343583.

What is the legal status of students on Work Experience?

Under Health and Safety students on Work Experience have the same status as employees. A student will not be placed with an employer who does not have Employer Liability Insurance.

Why do students not receive any payment on Work Experience?

By law the Education (Work Experience) Act 1973 Act states that students on work experience are deemed to be workers in all respects other than they must not receive payment; as work experience is required to be a learning process. However, in some cases employers may offer out of pocket expenses. Students may receive tips or a "thank you" from employers.

What if the placement does not match my child's career aspirations?

Any work experience, irrespective of the occupation will provide your daughter with the opportunity to obtain transferable skills that will be useful for the rest of her working life.

What hours can the student work?

The hours worked should be appropriate for regular employees under 18 doing similar work. They should not exceed 40 hours a week. Students may be required to work Saturdays.

Ten Top Tips for Parents!

1. Tell St Bernard's if your daughter has any medical conditions that could affect her placement.
2. Sign and return paperwork promptly.
3. Attend any parent's evenings about the work experience process.
4. Talk to Mrs Davies about any concerns that you have.
5. It takes time for young people to settle into their placement.
6. Encourage your daughter to be positive even if the placement is not quite as expected.
7. Speak to Mrs Davies about any problems during the placement, not to the employer.
8. Ring the school and the employer before 9:00am if your daughter is unable to go to work.
9. Be Positive. Discuss the placement before, during and after and encourage your daughter to complete the Work Experience Journal.
10. Your daughter will get tired working as an adult for the first time and will need your support.