



Harwich and Dovercourt
Sixth Form College

'Believe, Achieve, Succeed'

Work Experience KS5 Guide

2021-2022

Name: _____

Tutor Group: _____



Overview:

In line with the Education Act 1996, we believe in providing students with learning opportunities which aim to equip them for adult life.

A work placement at our Sixth Form College is an opportunity to spend a regular period of time outside the classroom, learning about a particular job or area of work.

In developing the programme, we have taken the following documents into consideration:

- Section 351 of the 1996 Education Act requires schools to provide a balanced and broadly based curriculum, which prepares pupils for the opportunities, responsibilities, and experiences of adult life.
- DCSF Work Related Learning Guide - first edition including the QCA framework document Economic Wellbeing 11-19: career, work related learning and enterprise, 2008.

During the placement, students will be able to find out what skills employers look for when they are hiring someone to fill a job vacancy.

Students will gain first-hand experience from their placement and understand health and safety, professional attitudes and mindsets, reliability, and positivity as they serve their community.

Many of our students use this as evidence for courses they are studying, and some go onto securing a permanent work placement.



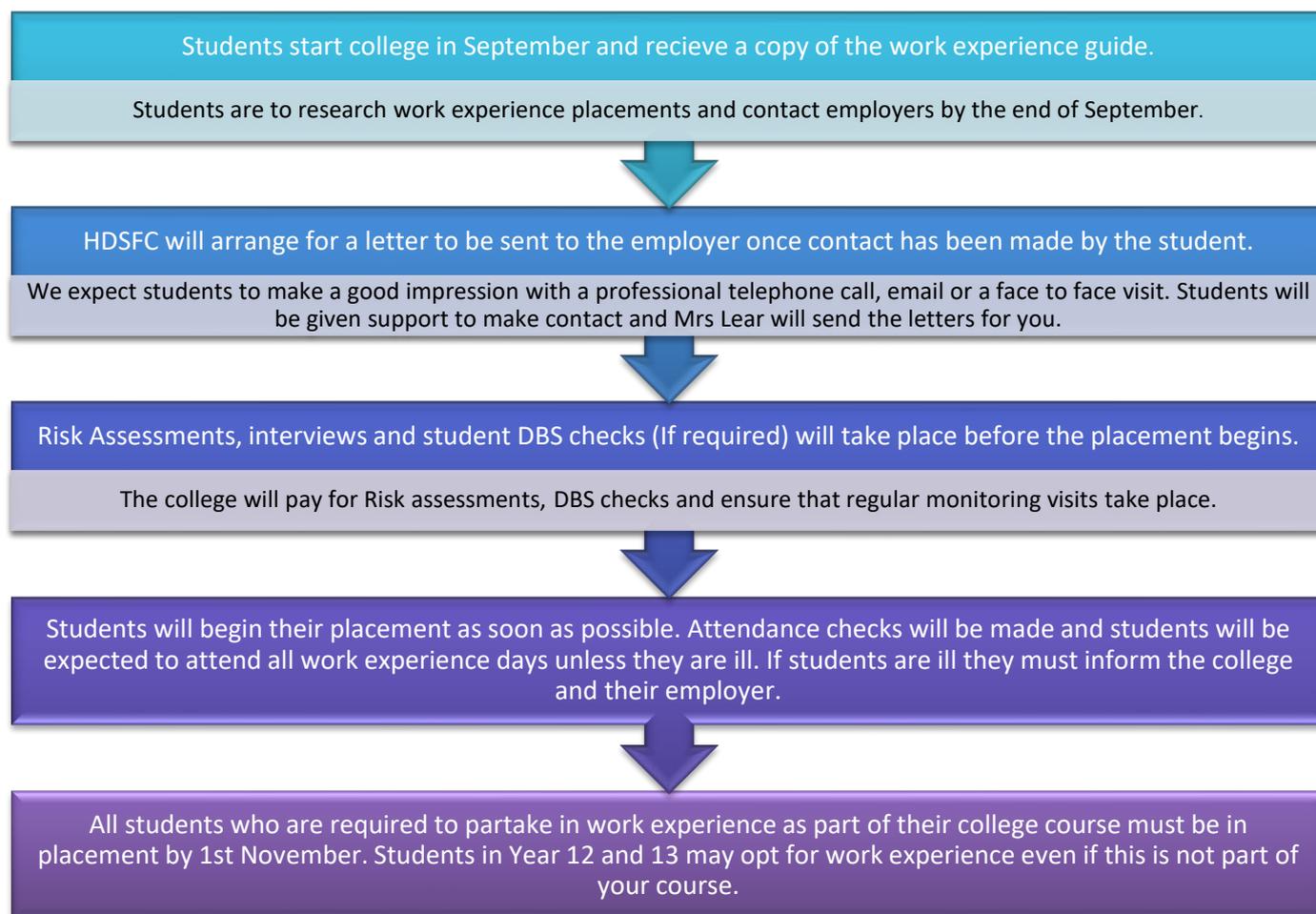
Why work experience?

- ☑ Builds their confidence and self-esteem.
- ☑ Develops their practical skills.
- ☑ Shows them how to work in a team.
- ☑ Gives them a better financial understanding and more economic awareness.
- ☑ Helps them to plan and research different career pathways.

As a college we offer a range of vocational courses that rely on industry experience. Therefore placements are expected to be in place for students studying for Health and Social Care, Hairdressing, Public Services, Performing Arts, Sport, and Foundation learning / employability courses. We ask students to find their own placements where possible rather than the college allocating placement to students. You should expect to make direct contact via email or by phone in the first instance to give you a taste of real-life experience of applying for jobs.

Our work experience scheme runs for one or two days a week and provides a valuable experience to our college, giving you an insight into the world of work and enabling you to broaden your horizons, which in turn motivates you to work harder in college.

Timeline:



Equal Opportunities for all students

All students are given an equal opportunity to access placements. Every student is entitled to apply for work experience. Work experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to try activities, which would not normally lie within their scope of interest.

The work experience team is responsible for all aspects of programme delivery including developing the learning programme, ensuring health and safety and policy production. This will also include all communications with parents, and employers and for maintaining records of student placements and ensuring health and safety and policy production.

Choosing a placement

Students should think as broadly as possible. The more flexible they are, the easier it is to find a suitable placement. For instance, students should decide whether they would be willing to travel to a placement. Some students have travelled to local towns for work experience.

Students should think about linking their placement to a possible future career or consider their favourite subjects or interests both in and out of school.

Any work experience is valuable as they will develop their confidence and communication skills.

We expect all students to have found a placement who are on our one-year foundation learning programmes by the 1st of October.



Examples of 'other employers' you could contact

- LV 18 Lightship, The Quay Harwich
- Harwich Arts and Heritage Centre
- Armed Forces
- Local MP office
- H&D RUFC
- Harwich Library
- Harwich and Dovercourt Cricket
- Harwich Horse Rangers
- Retail shops
- Charity Shops
- Local Care homes
- Local primary schools
- Hairdressers in Harwich and Colchester
- Engineering companies
- Local schools
- Local care homes
- Post office
- Local food bank
- Landguard Engineering
- Halterman Carless
- Marvans Tree and Landscape Services

Health and Safety

All students must be placed in work experience placements, which have been health and safety checked by Harwich and Dovercourt Sixth Form College, or a qualified agent employed by them in their professional capacity.

Health and safety checks can take a few weeks to organise and be completed, therefore if students change their minds about their placements, they could find themselves without any work experience. High risk placements or out of area placements may take longer to arrange.

If a placement does not have health and safety approval, a student will NOT be allowed to attend.

Health and safety checks are undertaken by an independent body, and the school has no input or control over the checks. Their decision is final.



Safeguarding

When organising work experience placements, it should be ensured that the placement provider has policies and procedures in place to protect children from harm. (In conjunction with H&S paragraph above).

If an employee working with the child is unsupervised and the same person is in frequent contact with the child (more than 3 days in 30, or overnight) the work is likely to be a regulated activity.

HDSFC could ask the employer providing the work experience to ensure that the person giving instruction or training is not a barred person.

If the activity undertaken by the student on work experience takes place in a nursery, school, or college, and this gives the opportunity for contact with children, this may be considered a regulated activity 5.

As the student is 16 or over, the work experience provider should consider whether a DBS enhanced check should be requested. We would pay for this service for our sixth formers.

We ensure that the company holds both Employers' Liability Insurance and Public Liability Insurance before submitting the application, as without these the Health and Safety will not be approved.



Interviews

Some employers insist on a pre-placement interview. It is imperative that students attend should they be invited to do so.

This is a valuable experience for students, and we are happy to offer advice and guidance to students before they attend an interview.



Students will take part in a range of communication and confidence building activities during their induction days and during college tutorial time to ensure they feel confident in their interviews.

Cost of placement

The college does not charge for work experience placements.

Transportation to and from a placement is your responsibility.



Health and safety checks are expensive and if a student changes their mind once the health and safety has been approved, we may have to pass this cost on to parents.

Work placements hours and payment

The number and pattern of working hours can vary from placement to placement. Students should expect to work a longer day than whilst at college.

Employers are not asked to make any payment to work experience students.



Students should not accept work experience at a company with whom they already have paid employment, any hours completed at an existing employer should be voluntary. Exceptions to this rule can be made by the Head of Sixth Form whereby reasonable circumstances are provided.

Before the placement commences

A confirmation letter will be sent to parents / guardians and employers detailing your placement. Placements will not be confirmed until health and safety approval is received.

All students should contact their employer beforehand to introduce themselves. Parents / guardians should encourage this. Students should ask questions regarding working hours, lunch-time arrangement, dress code, etc. The work experience booklet helps to guide students for these key questions.



*Students must find out where the employer is located and how to get there.
Students will need to ensure that they wear appropriate clothing and footwear.*

During the placement

Work experience diaries / blogs should be filled in weekly and reviewed by the employer at the end of each half term of the placement. Photographs and samples of work can be included.



All students will receive a visit from a member of staff during each term.

In the case of sickness, please ensure that students telephone the employer and the college as soon as possible.

Safeguarding: Any concerns can be reported directly to the Head of Sixth Form.

Very occasionally a student may not enjoy their work placement. If this happens, they should try to persevere. However, please do not hesitate to discuss the situation with the college if necessary.



After the placement

Most students will thoroughly enjoy their work placement and will gain the necessary skills to apply for a part- time job. In some cases, they may be offered part-time employment from their employer.

Back in college, students will be given the opportunity to complete their blogs, write thank you letters to the employers and review their experiences with their peers. This may contribute to units being studied in college leading to work being signed off.

If students attend work experience and hand in completed blogs, they will have a certificate presented to them. Special recognition will be given to students for exceptional work experience blogs, behaviour, and conduct.

Administration guide to Work experience

Stage 1: (September) Send letters to students, contact list of possible employers and a copy of the work experience guide.

Stage 2: Ask tutors to chase any students who have not handed in their letters after 4 weeks of term (October). Ask the Head of Sixth Form to support if necessary.



Stage 3: Upon receipt arrange all relevant young persons and external risk assessments. Add all data and feedback to the tracking spreadsheet. Update students and Head of Sixth Form on progress.

Stage 4: Ensure attendance calls are made at the start of shifts for all students. Update parents via text or call if any absences occur and cc Head of Sixth Form into any communications.

Stage 5: Arrange a termly visit to employers by Tutor, Subject teacher, or Head of Sixth Form to ensure consistency and support. Ensure the employer is aware of termly reports and who to contact in the event of an emergency or absence. Share any non-pupil days or activities that can be shared in advance on the school calendar.

Stage 6: Send thank you letters on a regular basis and any updates regarding health and safety or government advice that impacts on student availability.

Stage 7: Contact Employers at the end of the year to confirm they will continue to work with the college (June).

Task:

Employers I have researched:

-
-
-
-

I will be contacting:

-
-
-

I think work experience will help me as a Sixth Form Student because:

