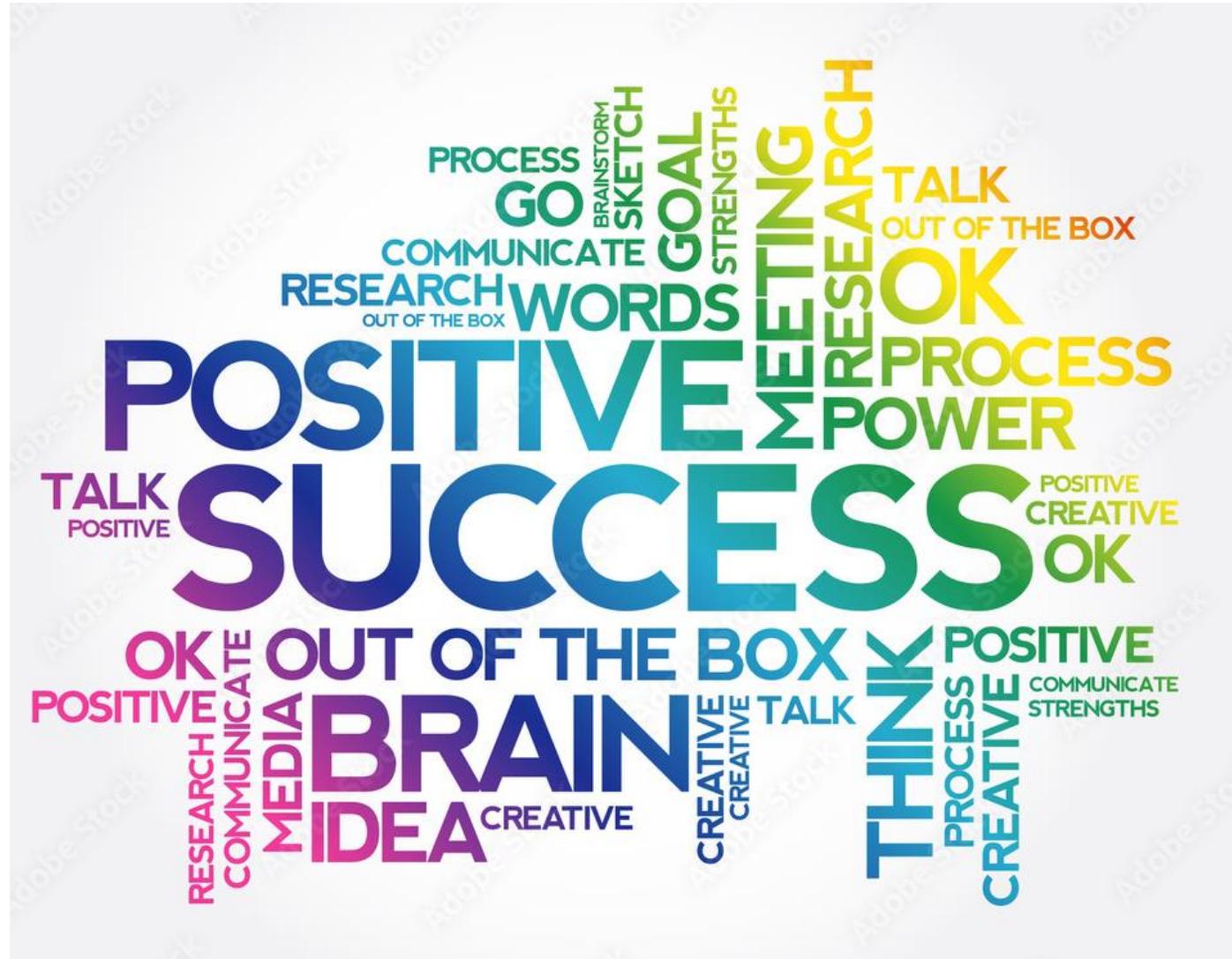


YEAR 10



MONDAY 29th June – Friday 10th July





*The biggest issue we have with young starters is lack of basic understanding how a workplace operates.
Work Experience can really help with that.*

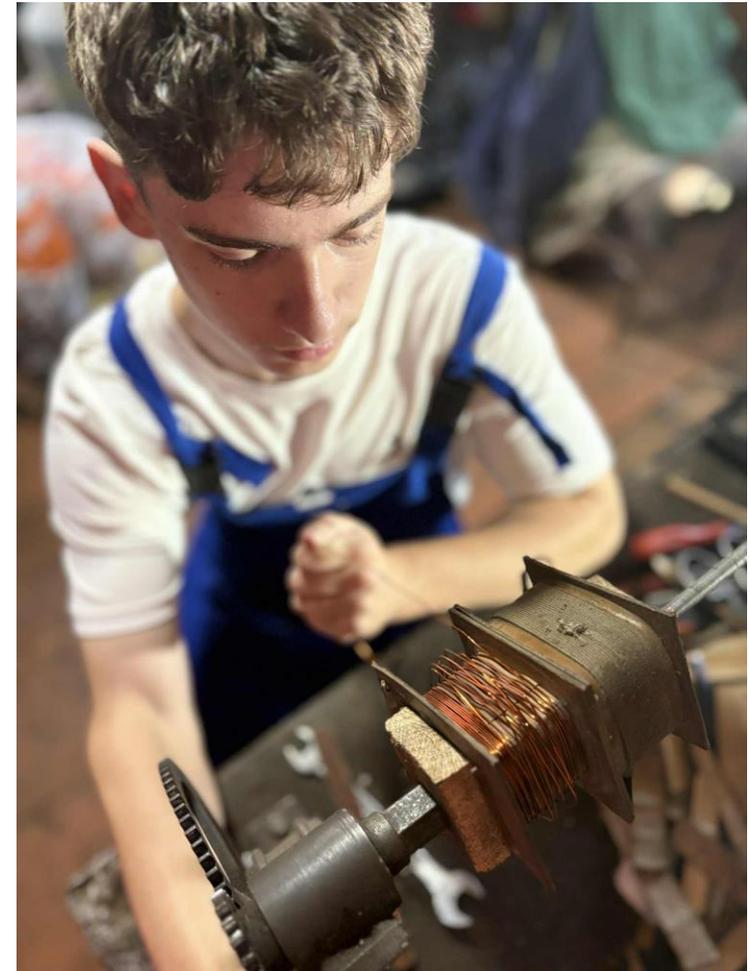


*Employers look for work experience when it comes to applying for jobs.
Having relevant work experience makes you stand out from the competition.*



Employers will expect students to:

- Be polite
- Think independently
- Be punctual
- Have a positive attitude
- Be happy to learn new things
- Work well in a team
- Take responsibility for themselves and their work



How to find a placement?

- **Family/ Friends** /Employer connections are a good source. **BUT!...**
- Take a **walk around your area** / local high street – pop in to local businesses
- Google maps and **online business directories**
- Encourage your child **to talk to their tutor/Info Centre staff**
- Use the **directory in the Info Centre** to see places that have accepted students previously
- Use the “**Top Tips**” help sheet
- Once they have found something they like, contact the employer and take / email the “Own Placement Form” to them

What do students need to do?



1. Collect the “Own Placement” form
1. Begin contacting employers from tomorrow.
3. The form must be completed and signed by the employer:
 - a brief summary of work they will be required to do
 - Break / Lunch time arrangements
 - Dress code, etc
 - Insurance details!

NB! Employer has primary responsibility for health and safety of the student.
4. Parent/Carers sign the form
5. Student returns completed form to the Info Centre by the deadline – **end of February 2026**



OWN PLACEMENT FORM FOR WORK EXPERIENCE

SCHOOL: ADMIRAL LORD NELSON SCHOOL WORK EXPERIENCE DATES 4th July - 15th July 2022

STUDENT NAME: DATE OF BIRTH:

GENDER: M / F YEAR: TUTOR GROUP:

I agree to participate in the work experience scheme and confirm that I have read and understood the form. I will not disclose any information confidential to the employer, which I obtain during this period of work experience. I will obey all safety security and other instructions given by the employer.

Signed: _____

PARENTAL CONSENT

As parent/guardian of the learner I confirm that I have read the placement title and I am willing for him/her to participate in work experience with the employer for the agreed period of time. I also confirm that s/he is medically fit to undertake the placement, and s/he does not suffer from any medical condition which could result in unnecessary risk to his/her health and safety, and/or that of the other people (if in doubt please contact the teacher prior to signing this form).

I confirm that if he/she leaves the employer's premises during lunch break periods, no liability can be accepted by the employer or the School for any incident that may occur. Once on the placement, parents should discuss the arrangements for lunch and break periods with their child and make sure they are suitable for any incident that may occur.

Signed: _____
Name: _____
Date: _____

Please return this form to: Kelly Flood, ALNS, DUNDAS LANE, PORTSMOUTH, PO3 5XT
kflood@alns.co.uk

EMPLOYER DETAILS

COMPANY NAME:

CONTACT NAME

ADDRESS:

POSTCODE:

TELEPHONE NO:

MOBILE NO:

WEBSITE:

EMAIL:

TYPE OF WORK EXPERIENCE BEING OFFERED (Job Title / brief description of tasks)

DRESS CODE:

DAILY HOURS: From: To: Lunch: From: To:

Lunch Provided YES/NO Packed lunch/ Canteen

Is this placement exclusively with one member of staff? YES/NO

As a representative of the above employer I agree to the student named above working on my premises in accordance with the Letter of Understanding (see overleaf) and acknowledge my responsibilities under the Health and Safety Work Act. The student's age and inexperience will be taken into account when agreeing tasks, and I understand that the student must not undertake prohibited activities.

I also sign to confirm that:

- I HAVE EMPLOYERS AND PUBLIC LIABILITY INSURANCE
- I HAVE CHECKED THE STUDENT IS COVERED BY THIS INSURANCE
- I AM WILLING TO PRODUCE THIS CERTIFICATE FOR THE H&S VISITOR IF NECESSARY
- I WILL AGREE TO A HEALTH AND SAFETY CHECK IF NEEDED.

Policy Number: _____ Expiry Date: _____
Signed: _____ Position: _____
Name (Printed): _____ Date: _____

- May we contact you for possible future placements? Yes/No
- Would you be willing to support future career events in school? Yes/ No

Things to consider!

- **Competition:** other schools are also looking for placements – make sure your enquiries are top notch!
- Employers such as BAE, McDonalds, Airbus require you to **apply online and early.**
- Certain job sectors are **not easily available** to young people due to age / security / risks involved: construction, medical practice, legal and some others.
- **Be realistic** – be prepared for refusals / second or third choice of placement / high expectations
- **Early** application is key!
- Students should seize this chance and **try to find a placement themselves.**

REMEMBER...

All work experience placements will be valuable – it doesn't have to be their dream job or chosen career path.



Over the coming months

- CVs – will be done in AF lessons in March
- Interview Skills workshops in March
- Prep for Work Day – mock interview with a local employer – April
- WEX Expectations assembly and WEX log-books – June
- Staff visit students
- WEX reflection – July



Parental involvement



- Your support with the whole process is vital
- You must consent to placements
- Encourage your child to source their own placement
- Reassure them that nerves and anxiety is completely normal
- Encourage them to keep going
- Encourage them to be punctual and attend every day (unless they are genuinely ill)
- Talk to them about your own experiences of the work place (good and bad!)

- QU: I can't find a placement in the area of work that I am interested in?
 - Don't worry; all placements are valuable, encourage them to think about other options positively
- QU: I have found a placement, what do I do next?
 - Ask the Employer to complete the Placement Form, sign your part and return it to school
- QU: I don't have any family contacts - where do I start?
 - Start with your local area – what businesses are around where you live? Look in the directory in the Info Centre. Use google / yell / 192.com, use the TOP TIPS
- QU: Can students work with Parent/Carer?
 - Yes, absolutely!
- Q: Can I do my placement in a different city?
 - Yes
- QU: Can I split the placement across two employers?
 - Yes, this is fine. 1 week blocks work well
- QU: What can I do to support my child prior to the placement?
 - Make sure that they have the basic information from the employer e.g. start time, lunch arrangements, dress code etc.

Careers.alns@salterns.org





ADMIRAL LORD
NELSON SCHOOL

THANK YOU!
Any questions?