



ORMISTON  
DENES ACADEMY

**Parent/ Carer  
Work Experience  
Guide  
2024**

# Work experience guide

In the summer term, Year 10 students are scheduled to take part in an organised Work Experience Week, where normal timetabled lessons are suspended and students have the opportunity to work with a company or organisation, experiencing a job of their choice, and gaining valuable life and employability skills.

## **What is a work experience placement, and when will it take place?**

A work experience placement is primarily an educational activity which gives students an insight into the world of work in Year 10. All students at Ormiston Denes Academy are expected to undertake work experience during the week of Monday 1st July to Friday 5th July 2024. It will be the students' responsibility to find a suitable placement, to meet their specific choice and needs, and to support the most valuable work experience.

## **The aims and benefits of work experience**

- To give students a chance to find out what being at work is like, and to experience a real-life working environment.
- To add relevance to the school curriculum.
- To help build confidence, self-esteem, communication, life and problem-solving skills, and learning to accept challenges.
- It allows young people to:
  1. Experience the organisation of the workplace, work processes, social relations at work and work expectations.
  2. Experience differences in work patterns compared to school.
  3. Experience the disciplines of work - timekeeping, regulations, the importance of teamwork, commitment and the chance to use initiative.
  4. Experience the conditions of work - the environment, longer hours, the fringe benefits.
  5. Experience the roles performed by management and trade unions.

## **It is not**

- Free labour.
- A week off school.
- Necessarily a student's first choice of career.
- Simply a specific job sampling exercise, it is an experience of the working world.

# What type of work can students do?

There are a wide variety of placements available to students, locally and further afield. In some cases, legislation and health and safety conditions can impose restrictions on the type of work students can undertake, for example working in a factory or garage.

However, some organisations may allow students undertake work experience but with more work observation rather than undertaking main tasks, for example working in a hairdressers, garage, or hospital.

Although most placements are source locally, students can travel further afield if they have the means to do so. For example, a placement with a family friend or relative who lives further afield.

It is to be noted that students must not be paid whilst on work experience, as it is part of their educational curriculum. Any payment made may invalidate insurance arrangements.

## **How many hours can a student work whilst on a placement?**

The number of hours worked, and the pattern of work is something that is agreed between the placement, school and student. Some organisations may even ask students to operate a 'split shift' to get the best experience, or work evenings or weekends. The general guidance is that students should not work excessively long or unsocial hours, more than 8 hours a day or 40 hours a week.

## **How are work experience placements organised?**

*The student is responsible for contacting employers to find a suitable placement.* The academy can support students with this, offering advice and guidance for finding a suitable placement, and the various ways to contact prospective employers. Once a placement is found, a self-placement form must be completed by the employer, and then confirmed by parent/carer, and students. It is then returned to the academy where the appropriate insurance and health and safety checks will take place.

## **Health, Safety and Insurance Considerations**

Young people on placement will be regarded as employees and must be provided with the same health, safety and welfare requirements as any other employee. Students are required to comply with the safety regulations of the organisation, and it will be their duty to take care of the health and safety of themselves and those around them. Failure to comply may mean the work experience placement will be withdrawn, and students would be required to return to the academy.

Parents and carers should inform the academy of any medical condition which might influence the type of placement that a student may choose or might affect the student whilst on placement. This supports the student whilst on placement.

All employers should hold a current Employer Liability Insurance and are recommended to also hold Public Liability Insurance. This means sole traders may not hold the appropriate insurance to offer a placement or may have to take out further insurance to support a student.

# How can parents/ carers help?

- Students need to be motivated and determined to find a placement and benefit from the work experience.
- We would encourage parents/carers to think about the type of placement they want to have and to research, contact and support them in finding it.
- Ensure your child knows where their placement is and how they are going to get there.
- Help to encourage your child to adopt positive work habits - for example: punctuality, appropriate dress and behaviour, and an understanding of their position in an adult environment.
- Sympathise if things are not going as expected but without being too protective. Some of the lessons learnt may be a little hard, but they are finding out about the real world, and this should be a valuable experience to help their personal and social development.

## What next?

Students are being given their own guide to work experience, as well as the self-placement form. They have already received an assembly which has informed them about the work experience process, and further information in a PSHE lesson. Once a student has sourced a placement, and fully completed the self-placement form, they will need to bring the form to Mrs Richings in the academy. This will then be processed, and the appropriate safety checks made, before confirming the placement to the employer, student and parent/carer.

The vast majority of students find work experience an interesting, enjoyable, and rewarding process. They learn a great deal which helps them make a successful transition from the world of education to the world of work. We have had students gain weekend work, apprenticeships and employment following a successful placement, and the experience is something that can be placed on college and job applications.

**Please contact Mrs Richings at the academy for any queries regarding work experience, by emailing [jrichings@ormistondenes.co.uk](mailto:jrichings@ormistondenes.co.uk), or by telephoning 01502 574474 EXT 110.**