

BETHS GRAMMAR SCHOOL

WORK EXPERIENCE GUIDELINES FOR STUDENT/PARENTS/CARERS



## Aims of work experience

- ◆ To enable students to appreciate the demands, priorities, disciplines and relationships found in the world of employment.
- ◆ For students to develop self-confidence and self-discipline while working with adults.
- ◆ To recognise and record the use of Employability Skills.

Work experience gives students an insight into the world of work and an opportunity to develop employability skills. Students can experience a short continuous spell in a working situation and gain first-hand knowledge of what jobs entail. This experience helps prepare young people for the transition from school to college or university or indeed, employment and provides vital evidence for personal statements and CV. It can also help students in their own career choice.

## Transferable Skills

Work experience gives our students the opportunity to demonstrate skills that are important in the future. These skills can be transferred to any area of higher or further education or employment and provide evidence of success to other employers and admissions tutors.

### Employability skills

- ◆ Communication skills
- ◆ Working with others
- ◆ Number skills
- ◆ Problem solving
- ◆ IT skills
- ◆ Improving own learning and performance
- ◆ Practical skills

### Personal Attributes

- ◆ Good attendance and punctuality
- ◆ Willingness to undertake tasks
- ◆ Politeness and courtesy
- ◆ Appropriate appearance
- ◆ An ability to understand and carry out instructions
- ◆ An ability to work independently and to use initiative

## How to find a placement

Your child should make a list of companies they intend to contact requesting work experience. Initial contact can be by a formal email, phone call or going in person to the workplace. It is important that your child has an up-to-date CV. Your child will take part in CV writing sessions in school.

Please make sure that the list of companies is realistic and flexible. Naturally, most of the students aim to contact the large well-known companies to do their work experience in. Most of these companies will have dedicated work experience dates and are therefore not always able to accommodate the dates set by school. Your child is more than welcome to do additional work experience, but we request that this is done in the school holidays. Make use of local companies and use existing networks (family/friends). Remember that most companies have a finance/IT department. For those struggling to get medical/dentistry/midwifery work experience, please widen the search to include pharmacies and care homes and primary schools.

Please follow up on email requests sent out with a phone call – it is easier to ignore an email than it is a phone call.



## The Unifrog Placement Tool

The Unifrog Careers and Destination platform is used throughout Beths Grammar School. The Careers Team uses the platform's Placement Tool to help manage the administration behind the process for in-person work experience placements. The placement helps:

- ◆ Students to reflect on their experience at the end of their placement
- ◆ Employers to confirm that they follow best practices in Health and Safety; Risk Assessment; Insurance
- ◆ Parents/Carers to stay informed of what's happening
- ◆ Staff to have an overview of the whole process, including knowing at any time the status of each placement.

There is a specific form to be completed by specific people at specific times. As soon as one person fills in a form the next person is notified, so the whole process runs smoothly and automatically.

**Student Initial Form** is completed by the Student and contains basic information about the Placement. This must be completed as soon as the placement has been confirmed to begin the approval process.

**Employer Initial Form** is completed by the Employer. In it the employer will describe what the Placement will consist of, and will confirm the Insurance details, Risk Assessment and Health and Safety policies.

In the **Parent / Guardian Agreement** the Parent agrees for the Placement to go ahead.

**School Permission** The final permission before the placement goes ahead. We **will not** confirm the placement unless we are completely satisfied with all the information that we've received from the student, employer and parent.

**Completing the Student Initial Form** Students should complete the Student Initial Form as soon as they've found their placement. The Careers Team will provide specific instructions on how to do this. It is imperative that the information is correct, and we ask that **parents monitor the information** that their child enters on the Student Initial Form.

**Medical Information** The Student Initial Form and the Parent/Guardian Agreement both ask for information about any special needs, illnesses or injuries that may affect the placement. It's important that any relevant information is shared with the employer to ensure that work experience is safe and beneficial. The school cannot share any information regarding medical or educational needs with the employer.

**Working with family and friends** We understand that students will use their family and friends' networks to secure a work experience placement. Students can use family and friends to *find* a placement, but we strongly discourage students from working closely with a family member or close family friend as, whilst they may seem like an ideal solution, they do not allow the student to 'grow' from the experience, and are therefore contrary to the ethos and expectations of work experience.

**Lone traders** Students should not find a placement with any lone traders, or from people working from home because of safeguarding. The work experience placement should be in an office or other professional environment. Parents/carers are also reminded that only those employers with Employers Liability Insurance (ELI) can be included in the work experience programme, which usually excludes self-employed placement providers.

**Hybrid working** Since the pandemic the practices of many workplaces has changed. Students should aim to find a placement where they can work from a workplace for the whole week, but if they are unable to do so the school will approve a placement that contains an element of hybrid working. Most of the placement must be in a workplace. If the student is required to work from home for part of the week they must be set designated tasks by the employer.

**Working abroad** Please note that we cannot authorise work experience placements abroad.

## Before the Placement

**DBS checks** If you are over 16 when the placement starts and will be working with children or vulnerable adults in a place of work such as a school or care home, please check on confirmation of the placement whether a DBS check is required. If it is required, it is the student/parent responsibility to request and pay for the DBS clearance.

**Pre-Placement Phone Call or Visit** All students **must** contact the placement provider to finalise arrangements or arrange a pre-placement visit with them before their placement begins. Please note: pre-placement visits should not be arranged during school time. The advantages of a pre-placement visit are that it will enable the student to:

- ◆ Be assured that the placement provider is prepared for the arrival of the student
- ◆ Meet the supervisor and other staff
- ◆ Find out how to get to the workplace and how long the journey may take.

Not all companies can accommodate or will require a pre-placement interview, but it remains the responsibility of the student to contact the placement provider to ask, and to make any necessary arrangements. **Parents/carers should not do so on their behalf.**

**Information Given to Employers** Before the start of any placement each employer is provided with information about the student they are about to receive into their workplace. This information is that included in the student form (eg name of the student, school and relevant medical details). In the case of an emergency, **the school is the first point of contact.** The school will contact each employer prior to the designated work experience week with instructions on who to contact in case of a problem / safeguarding or behaviour concerns.

**Health and Safety** All students will receive a full **Health and Safety** and **Safeguarding** briefing at school before they go out on placement with the aim of ensuring they are aware of the possible dangers associated with young people in the workplace, and also know what is expected of them. Students are required to comply with the safety regulations and behavioural expectations of the organisation where they are working.

Employers are asked to check that the student understands those safety regulations, to ensure that adequate supervision is given throughout the student's stay and to carry out a risk assessment of the tasks to be undertaken, bearing in mind the age and inexperience of the young person. Employers are made aware of their responsibilities to students on placement under the terms of the Health and Safety at Work Act (1974), the Health and Safety (Training for Employment) Regulations 1990, the Management of Health and Safety at Work Regulations 1992, and the Health and Safety (Young Persons) Regulations 1997. In addition, employers will be required to provide adequate insurance cover for students (ELI)

## During the Placement

**Illness** If your child is ill during the placement and is unable to attend work, please inform the school and the employer immediately.

**Travelling Expenses** It is the responsibility of the student, parents/carers to cover any travelling expenses to and from the work experience placement.

**Each Day** It is important that students maintain good attendance and punctuality throughout the placement. They must observe the company's dress and behaviour protocols at all times. If the student is unable to attend the placement for any reason or be 'off site' on any given day, it is important that the parent or student contacts both the placement **and** the school.

**Hours of Work** Students will normally be expected to work between the hours of 07.00 and 19.00 for a maximum of 8 hours per day, inclusive of breaks. Exceptions to these **MUST** be by agreement with parents and the school.

**Payment** Students should not receive payment for work experience. In some cases, the employer may offer to cover travel costs or lunches, but this is not an expectation.

## After the Placement

**Thank you to employer** At the end of the placement, we request that all students write to the employer to thank them for the opportunity. Please encourage your child to do so.

**Student and Employer Evaluations** After the placement both the employer and student will complete the Unifrog review and reflection forms. These evaluations will provide the school with feedback regarding how successful the placement was and create a permanent record for students to use on university and employment applications in the future.

**Please note** All the information in this booklet is correct at the time of production (November 2025).