

Parents' Guide to Work Experience 2022

Q. Why do work experience?

A. Work experience gives students valuable insight into the world of work, encourages them to develop their enterprise skills and helps inform them of potential careers. It is also a chance for students to develop and show evidence of vital employability skills such as self-confidence, communication and independence and possibly explore career areas they are considering for the future.

Q. When do students take part in the work experience programme?

A. The Wallington Experience Programme runs from:

Year 11 - Monday 10th July to Friday 14th July 2023

Year 12 – Monday 17th July to Friday 21 July 2023

Q. Is it compulsory for all students to take part in the work experience programme?

A. Yes, the programme runs in term time and it is an expectation that all students will take part in the programme.

Q. Do students need permission to take part in the programme?

A. Yes, Parents and carers will need to agree to the placement once their placement employer has agreed and completed the Unifrog form.

Q. Does the school find placements for students?

A. To ensure that students get a placement with a company/sector that they are keen to explore we ask students to find their own placements.

Q. How does the school support students during the time they are trying to find a placement?

A. There will be an assembly on the work experience programme. Students are also encouraged to contact Mrs Hole if they need any help and guidance and there will work experience drop in surgeries during the year.

Q. How can Parent's & Carers support the process?

A. There are a number of deadlines that students should be aware of and any support you can give to help them meet these deadlines is much appreciated. They may also need some guidance when finding a placement.

Q. How should the student go about trying to find a placement?

A. Personal contact is always a very good way to secure a placement. Students should undertake independent research on organisations in the sector they are interested in working in. Students are encouraged to contact potential companies to ask who their application should be directed to. Once they have a contact or department they should email the person, using their name where possible, attaching a CV or by speaking to them on the phone. Alternatively, students who are unable to find a placement after searching should speak to Mrs Hole who may be able to offer contact details of the employers that have previously offered placements to Wallington students.

Q. What if I cannot find work experience in an area I am keen to explore?

A. Work experience enables students to build on key employability skills. If students can't find work experience in a career area that really interests them, they should look at the skills they need in their ideal job and then find a placement in another career area that may be easier to find work experience in, and that will allow them to build the same key skills.

Q. What type of work experience should students apply for if they want to study Medicine, Veterinary or Dentistry?

A. Medical, Veterinary & Dental students are encouraged to find work experience that helps them evidence 'getting their hands dirty' for example work in a care home, working with special needs children in a school or voluntary setting, food bank, riding for the disabled. Anywhere they are working with people with extra needs. Obviously, shadowing in a hospital or with a GP is also excellent work experience, but this should not be their only work experience as it does not show they have worked with people.

Q. Can work experience be virtual?

A. We would prefer students to undertake work experience in person, in the workplace. If this is not possible then virtual work experience will be considered by the school. However, this would still need to be confirmed with the employer.

Q. Can students go to an employee's house if they are working from home?

A. Students are not able to go to private houses to carry out their work experience.

Q. What happens if I find a work placement during the school holidays?

A. That's great! Finding an extra placement during the school holidays is a really worthwhile thing to do and that additional experience will help you to make some more informed decisions about your future career. However, because your placement is not during term-time, all arrangements need to be made privately between yourselves, your parents and the employer. This means that your parents will need to be responsible for checking the health and safety standards and insurance arrangements. **You will still need to look for a placement during the school work experience week in addition to anything else you have done/will be doing.**

Q. What if the student does not have a CV?

A. During the Spring term, all students will have the opportunity to attend an optional lunch time CV workshop. During this time students will be given the tools to enable them to write their own CV. Students can also complete a CV using Unifrog.

Q. What should the student do when they find a placement?

A. They should click on the Placements section on Unifrog, add details of the placement and add Mrs L Parkinson as the named Coordinator.

Q. Does the school visit the placements to carry out a health and safety check?

A. The Department for Education and the Health and Safety Executive guidelines advise that we do not visit employers to carry out a risk assessment. Instead, we assess placements following desk top assessment procedures via the Unifrog platform.

Q. How do you assess a company for work experience?

A. Before confirming the placement Employers have to confirm on the Unifrog platform that they have employer liability insurance in place, a written health and safety policy and that they have assessed the risk to workers under the age of 18. We also ask employers to provide details of the type of work the student will be doing whilst with them.

Q. What if the student agrees a placement with an employer who does not have employer liability insurance?

A. Some smaller companies or those employing only relatives may not have employer liability insurance. In this instance the company would not meet the necessary standards that we set for work experience and we would not authorise the placement.

Q. Can the student still do work experience with an employer that does not meet the school's standards for work experience?

A. As part of our duty of care we would advise both you, the student and the employer by email if a placement did not meet the necessary standards and therefore was excluded from our work experience programme. Students would not be given permission to attend a placement that did not meet the necessary standards.

Q. Are there any limitations on the distance of placements?

A. As we are not required to visit employers there are no limitations on distance for UK placements.

Q. Can the student undertake work experience with a company outside of the UK?

A. Due to varying health and safety laws outside of the UK only placements within the UK will be authorised.

Q. What happens when a placement has been checked by the school and meets all of the requirements?

A. Once the placement is authorised by the school, Unifrog will notify the parents/carers and the employer.

Q. How will the school help prepare students for their work experience placement?

A. Before the start of the placement students are briefed on how to get the most out of their work experience and also how to ensure they keep themselves safe whilst on placement.

Q. Does the school inform the students work experience employer if they have a medical condition?

A. Parents and students are asked to inform the employer of any medical conditions. Due to confidentiality the school does not pass on any medical information that it holds on students.

Q. What information is the student given before they start their placement?

A. In the Summer Term, the student will be emailed information on the work experience placement. This will include details of the placement, and an employability skills log.

Q. Is there a work experience debrief?

A. Each employer is sent a debrief form via Unifrog and will be asked to carry out a student debrief at the end of the placement. Students will be able to log any employability skills learnt during the placement on their work experience log and this is can be referred to during the debrief with the employer. Students can also add any activities and employability skills they have gained in the activities section of Unifrog.

Q. I don't seem to have received any emails from Unifrog?

A. If anyone involved says they aren't getting the automated emails that the system generates, they should check their junk folders and add noreply@unifrog.org to their safe sender / whitelist.