

# A Parents' Guide to Work Experience

## Why do Work Experience?

Work experience is an integral part of the school curriculum for all students - it is not about training for a particular job. However, it should be an interesting and stimulating period for a student to gain an insight into employment. This is of increasing importance as the business world is forever changing its demands and specialisms. Work experience placements offer many benefits and opportunities such as:

- enabling students to apply skills and deepen knowledge and understanding of concepts learned in the classroom
- learning about the world of work
- providing insight into factors which may determine career choice
- prepare them for adult life and making the transition from school to work
- to broaden the range of training, education and employment which students consider
- to improve attainment by making learning more relevant
- **to improve student's employability skills and personal skills**

## How are students prepared and briefed before work Experience?

Students are prepared and briefed for work experience through tutors, Head of Year and Careers lessons.

The process involves the following stages:

- Preparation
- Briefing
- Placement
- Debriefing
- Follow up

*Students are encouraged to visit or telephone their placement prior to starting to meet their supervisor and check arrangements.*

## How do students apply for a work experience placement?

There are a variety of approaches to finding a suitable placement, but students **MUST** keep the schools Work Experience Coordinator (Mrs. Beath) informed to avoid repetition and overlap. **Early contact with employers is encouraged as there is a great demand for Work Experience and often limited places available.**

- Students can visit, email or telephone an employer to ask for work experience. Employers are always impressed with those that 'knock on their door' to ask.
- Students have access in school to a directory of approved employers, and those who have taken students in previous years, to help inform students of possible local employers.
- Students can find placements outside Market Drayton if they can arrange transport/accommodation.
- All placements must be checked to ensure they have the required health and safety standards

and appropriate insurance cover. This is arranged by the school but undertaken by an outside agency who requires three months' notice to arrange visits.

- Students should be discouraged from carrying out their work experience with an employer whom they already have a part time job with or with a very close family members as this may not allow new learning experiences of the world of work to be acquired.

## How many hours will my child work?

This normally depends on the usual working hours of the industry where they are placed. It is recommended that students should not be asked to work more than a standard eight-hour day.

## Important Information

Work experience is about **experiencing the workplace**. It may assist in career choice, but this is not the main purpose.

Employers receive no payment for taking young people on a placement, it is purely goodwill.

The travel to and from the workplace will be the responsibility of the parent/carer

Please contact the school about any concerns not the employer

## How you can help

Encourage your child to find their own placement, help them find appropriate contacts information about the company they are aiming to contact.

Make sure they know:

- Where they are going and how to get there
- Who to ask for on arrival
- Start, finish and break times
- Arrangements for lunch, packed lunch/money
- What they should wear

During the placement, please ensure students:

- Attend their placement and are punctual
- Notify the school and employer if they are unable to attend
- Understand the goodwill of the employer and are realistic in what to expect
- Are encouraged to have a positive attitude
- Get plenty of sleep
- Talk about their day
- Keep a diary

## Work Experience Coordinator

Mrs. Beath on 01630 652121 or [gail.beath@gro.mmat.co.uk](mailto:gail.beath@gro.mmat.co.uk)