



Imagine  
what's  
possible...



Newton  
Abbot  
College

Year 10  
Launch  
Work  
Experience  
22-26 June 2020



# INTRODUCTION

Work Experience will be the largest careers programme of the students' college life. It is a vital programme giving the students a chance to experience the world of work, the opportunity to develop new skills, consider their futures and raise aspirations.

There will be a strict deadline date of: **Friday 17th April 2020.**

All students will need to secure a Work Placement.

**Employer & student quotes from spring 2016 Work Experience Programme**

'Worked very hard whilst at Wessex -Daf. He was very punctual and had a genuine interest in HGV engineering'

'Very enthusiastic, willing to get involved. Excellent manners and people skills; will be an asset to any future employer'

'Fitted into whichever team he worked with, his enthusiasm; interest and willingness to adapt set him apart. Displaying interest and confidence'

'My most enjoyable part of the week was meeting new people, and being able try new things'.

'I really liked the experience of working, it was a practical job which I enjoyed. It has helped me decide what I would like to do in the future'

'Really great week, everyone made me feel welcome. I worked with the children doing English, Maths, PE and Swimming.'

# YOUR QUESTIONS ANSWERED

## **How are arrangements made?**

We expect the students to secure their own work experience placement. Support will be given through PHSEE days and tutor time. As soon as a work experience placement has been agreed with an employer, it is essential that you inform college immediately so that we can ensure all paperwork, including risk assessment and insurance provision, is in place. Students will be asked to contact the placement approximately 2 weeks prior to the actual experience week to ensure they are expected.

## **Are medical examinations needed?**

No, but students health is considered before a placement is chosen: for example someone with asthma should avoid a dusty environment. All parents/guardians must complete a Health Declaration form for their son/daughter; this is copied to the employer for their records.

## **Is work experience for all ability groups?**

Yes, all students need real knowledge of the working world.

## **Will employers have any other contact with college and staff?**

College staff will visit students during the placement. Employers could also meet college staff to discuss arrangements.

## **Who should be contacted if a student has any problems on placement?**

The college has a named teacher who can be contacted at anytime during placements - the contact details will be in the students' log books; these are handed out prior to the week.

## **What happens if I do not find a work experience placement?**

Any student having difficulty securing a placement can come and see Mrs Grant at break times in the Careers Hub.

# LEGISLATION AFFECTING WORK EXPERIENCE

## **Insurance Arrangements**

Work experience students on a placement are regarded as employees. All placement providers, including sole traders, must have Public and Employers' Liability Insurance. There can be no exceptions .

## **Limits on the jobs students can do**

There are limitations on the type of work which students can undertake on work experience due to age or the nature of the work. Employers involved in these occupations will be aware of these restrictions.

Students should not be placed into:

- work using radioactive substances and manipulating red-light
- blasting, asbestos manufacture, certain chemical processes, chromium plating, rubber manufacture, certain occupations involving lead processes
- locomotive driving and the driving of cranes in docks
- work in agriculture which may cause injury through handling heavy weights and which may involve handling poisonous substances
- work in mines and quarries
- work in betting and gaming
- cleaning of machinery in motion
- work on any sea going ship or boat
- work in or in connection with the sale of intoxicating liquors, except in places where such liquors are sold exclusively in sealed vessels and provided that such sales are supervised by the licence holder or an adult on his/her behalf
- Work on ladders above 2 metres high. Special dispensation may be given to uniformed organisations where proper instruction and training has been given.

## **Pay, tax & national insurance**

Students on work experience have the status of an "employee" for legal and insurance purposes but must not receive payment for the work they do. Employers can assist with travelling expenses or lunch costs if they wish.

## **Hours of work**

Wherever possible, students should work the normal hours of the firm providing they do not exceed the exceptions below:

- No student must work more than a total of thirty seven hours over the week
- Students will only be covered for insurance purposes if they work on a normal school day i.e. Monday to Friday
- Students are not permitted to work night shifts
- No work experience may begin before 6am or continue beyond 10pm.



# Year 10 Work Experience



22 -26 June 2020

# HEALTH AND SAFETY

Employers have a duty to protect workers and the public from dangers caused by their work but health and safety isn't entirely someone else's responsibility. We **ALL** have a duty to keep ourselves safe, by co-operating with safety measures and not putting ourselves or others in danger.

The employer will reinforce health & safety responsibilities at the start of the placement through their induction process. Fire, first aid and accident reporting procedures will be explained as will other policies that relate to safe working.

## **Placement suitability visits**

The school has a duty to assess the ability of a work experience placement provider to provide for a student's health, safety and welfare whilst on work experience.

The CSW Enterprise team are responsible for checking the suitability of placements and a representative from CSW will make a visit to placement providers to discuss health, safety, welfare and other related issues. All employers will be risk assessed.

# FINDING A PLACEMENT

## **We expect students to find their own work placement**

**Moodle:** <https://devon.learnaboutwork.org/log-in-student.asp> Here you will find a database of Employers who have helped in the past. To access the database you will need to use your individual Pin number. If you forget your Pin number please contact Mrs Grant via the Careers Hub or at [agrant@nacollege.devon.sch.uk](mailto:agrant@nacollege.devon.sch.uk) This does not guarantee that individual employers are in a position to help every year. New employers can be approached and will be contacted as soon as college has been notified.

As a starting point, make use of your 'friends and family' contacts - it's not always what you know but who you know!

Whoever you decide to approach, the first contact must always come from the student. This shows the employer that you can be independent, show initiative and have a genuine interest in the workplace.

Applications to businesses can be made in person, by writing or email. If you write a letter, remember to include a reply address and explain why you would like to go to their company. An example letter is in this booklet.

If you approach an employer in person, you will need to confirm the arrangements in writing as soon as possible. A follow up email is a quick and easy way to do this.

An important thing to consider is where the placement is and how you will get there. Don't always rely on someone to give you a lift – if they weren't there one day, would you still be able to get there on foot or by bus or train? To help you, there is a travel planner within the database.

It can take some time to find a placement, and for all the necessary paperwork to be completed, so the sooner you start looking the better and do not get disheartened if you are turned down – just keep trying!

### How to contact the company

There are four ways to contact a company:

- in person
- by letter
- by email
- by phone

In a large company you are best to contact the **Human Resources department**. In a smaller company you will usually need to write to the **Manager**.

**Email seems to be the most effective way** to contact a company these days as it is very convenient for the company to reply to you. You will probably need to look at the company's website to get an email address.

**If it is a local shop** that you are interested in working in, then it might be a good idea to **go along in person** when the shop isn't very busy and enquire about a placement.

**It is best to contact several companies** as often you may not receive a reply or they may take weeks to say "no". Don't get disheartened by this, it is nothing personal; they are usually just very busy! However, because of this, it is important to approach several companies so that you have a number of options open to you.

The next section will give you a guide on how to write your email or letter.

### Suggested outline for a letter or email to ask an employer for a placement:

If you are sending an email and don't have an individual's name or email address at the company, mark your email at the beginning or in the subject line "FAO Human Resources" or "FAO the Manager"

If you are sending a letter it can be hand written or typed on the computer. Ideally it should be no longer than one side of A4 paper.

Remember – this is the first contact you will have with an employer and you therefore want to create a good impression so check that the following are correct:

- Presentation and layout
- Spelling
- Company name and address
- That you have the right dates for your work experience

# GUIDE TO WRITING YOUR LETTER OR EMAIL

Your Name  
Your Address

Person's Name; HR Department or the Manager  
Name and address of the Company

Date

Dear Sir/Madam (or the person's name if you know it)

## Work Experience

### 1st paragraph

I am a student at Newton Abbot College. I am .... Years old. I have the opportunity to go on work experience for one week: 22nd – 26th June 2020 and I wondered if it would be possible for me to work in your company/organisation (use the correct term).

### 2nd paragraph

Briefly say why you want to spend a week with the company or organisation and what you hope to gain from the experience.

- Ideas: you are a well-known... national/local company ... I would like to gain an insight into ... I would like to pursue a career in ...

### 3rd paragraph

Give details of the subjects you are studying – say which subjects you particularly enjoy and why.

Give details of any activities or areas of responsibility you take part in at school.

- Ideas: sport, clubs, voluntary work, etc.

### 4th paragraph

Give details of any interests you have outside of school i.e. sports, part time work etc.

## Finish

Finish the letter by signing off “Yours faithfully” (or “Yours sincerely” if you know the name of the person you are writing to).

Finally sign the letter with your name printed clearly or typed underneath your signature

# DO NOT FORGET

Do not forget to inform Mrs Grant at College as soon as you secure your placement. If we do not follow all legislation requirements you will not be able to attend the placement. You will find Mrs Grant in the Careers Hub, email [agrant@nacollege.devon.sch.uk](mailto:agrant@nacollege.devon.sch.uk)

## Placement Ideas

**Teignbridge, Torbay and Devon County Councils:** Lots of opportunity:- Environmental Health, Trading Standards, Legal, Leisure, public parks and grounds; Building control, countryside rangers, tourism – check out their websites to see the range of departments and jobs, very well supported placements.

**Finance: Banks, Building Societies, Accountants**

**Retail & High-street services:** Shops, opticians, Estate agents, travel agents, jewellers, auction houses

**Engineering/Garages:** Mechanics, Car-Sales, Auto centres, Private industry.

**Professional:** Solicitors, Architects, Schools, Private industry

**Sport:** Leisure Centres, Gyms, Schools, Sports Clubs – Golf; Tennis; Football; Rugby

**Childcare:** Nurseries, Child-minders, Schools

**I.T.** Web Designers, local business, retail

**Design:** Architects, Graphic Designers

**Animal Care:** Veterinary practices, kennels & catteries, stables (limited opportunities)

**Hospitality & Catering:** Hotels, restaurants, cafes

**Construction:** Builders, carpenters, electricians, plumbers, painter & decorators (limited opportunity; must ensure employer holds public & employer liability insurance)

**Healthcare:** Dentists, Pharmacists, Doctors surgeries; Care homes,

**Hospitals:** medical & ward placements. Unfortunately cannot offer placements for under 16 year olds – see above under healthcare for alternative options

**Armed Forces:** The armed services can only offer organised opportunities through the year, and cannot accept single requests. The dates for their programmes are issued in the summer. If a date should co-incide with our week we will advertise to the students. This is unlikely!

**Police:** Due to the nature of work; the police do not have opportunities in the front-line; some of the smaller stations can offer clerical based roles at the discretion of the station sergeant.

# SHALDON WILDLIFE TRUST



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