

Work Experience





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.

All students will need to secure a Work Placement.

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.

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.

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.

FINDING A PLACEMENT

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.

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?

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: 20th – 24th June 2022 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.

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 on their website. If a date should co-inside 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.

WHAT DO YOU NEED TO DO?



A link will be sent you which will have a number of previous companies we have used with the employers names, address and contact details.



You DO NOT have to use one of these employers but they may give you ideas of places you may want to go.



When you have found a work placement you log onto your Unifrog account, you should all have a welcome email. Check through your emails from last year, if you cannot find it contact Mrs Grant. agrant@nacollege.devon.sch.uk

HOW TO... USE THE PLACEMENTS TOOL

When you have logged onto Unifrog go to your home page and click on the Placement tool.

A screenshot of the Unifrog home page navigation menu. It consists of nine colored rectangular buttons arranged in a grid. The buttons are: 'Careers library' (yellow), 'Subjects library' (purple), 'Know-how library' (dark red), 'MOOC' (teal), 'Webinars' (orange), 'Read, Watch, Listen' (blue), and 'Placements' (grey). Each button contains text about user preferences and a 'Go to tool' or 'Start' button with a right-pointing arrow. A large red arrow points from the right side of the image towards the 'Placements' button.

A GUIDE TO PLACEMENTS/WORK EXPERIENCE

<https://www.unifrog.org/teacher/resources/shared/know-how-for-students-a-guide-to-placements-work-experience>





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