

Work Experience Passport for Students, Parents, and Employers



Dear Parent / Student and Employer,

By working in close partnership together, everyone should be able to benefit from a student Work Experience Placement (**WEX**);

- the student, by gaining a clearer understanding of how to behave and approach the workplace
- the staff member is invaluable work-related experience and interpersonal skills needed in each work placement.

This booklet clearly outlines key information for each of us:

- Information for the Employer/Business where the WEX placement is to be undertaken
- Guide for parent/carer
- Information for student
- Risk Assessment
- Contact details

Thank you for working together to enable this student to succeed in their WEX placement.

Yours sincerely,

Kelly Wright – Careers Adviser

N. Rathour – WEX Coordinator

Mrs K Jefferson – Head of School

GENERAL INFORMATION

STUDENT RISK ASSESSMENT

KSSS employs an H&S advisor to specifically undertake a comprehensive Risk Assessment of each Work Experience (WEX) placement. Without this, no KSSS student will be placed in WEX. This person is independent of KSSS staff.

Miss Wright does have a general Risk Assessment for most jobs for her and each student to review to help ascertain if the WEX placement is likely to be suitable before sourcing a placement.

To be completed **BEFORE** the WEX placement **AND** handed to the Key Contact Staff (copy kept by Ms Rathour, WEX Coordinator), and data shared with SLT.

STUDENT CONTACT DETAILS

To be completed and handed to the key contact staff **BEFORE the WEX** placement begins; **WITHOUT THIS WEX** cannot begin (a copy kept by Ms Rathour, WEX Coordinator). KSSS holds these details on Arbor (MIS).

Guide for Parent / Guardian



Please read & sign before young person can
attend WEX

WHAT IS WORK EXPERIENCE?

Work Experience represents an opportunity for students to explore the world of work. They can find out more about:

- Work and how it is different from school
- Themselves what they like and what they are good at
- How they might improve their chances of achieving their goals
- Help decide on a career path and choose appropriate qualifications

Now you may be wondering...

"How can I help my child"?

Here are some ideas.....

BEFORE your child starts their Work Experience placement make sure they know:

- Where they are going and how to get there (bus times/ fares etc)
- Who they should ask for when they arrive
- Times for starting / finishing the day (They could be at work longer than they would be at school)
- Arrangements for breaks and lunch (do they need to take their own sandwiches etc or money to buy something?)
- What they should wear? (will they get cold/dirty/be on their feet a lot?)

DURING your child's Work Experience see that they:

- Get up in time to arrive punctually
- Take with them everything they need
- Get enough sleep as they will probably be very tired at the end of each day
- Encourage your child to talk about their experience each day. You may need to reassure them as it will be a new experience for them

WHAT IF THERE ARE ANY PROBLEMS?

- Your first point of contact is the Work Experience Coordinator, Ms. Rathour
- If, for example, your child is having difficulties getting on with other people or coping with the work, again, you should contact Ms. Rathour as soon as possible
- Ms. Rathour will be visiting each child regularly during their Work Experience placement to see how they are getting on

AFTER:

- Check they have finished any logbook or diary they are supposed to have completed
- Complete the Parents / Guardians section of the logbook
- Talk to them about what they have learnt and whether it has changed their career plans.

WHY ARE NON – TRADITIONAL PLACEMENTS A GOOD IDEA? – this is when girls go into occupation areas which are usually followed by men, and boys into areas where the majority of workers are women

- More adventurous choices can broaden the student's experience
- All students have different interests and talents, they should not limit themselves
- The career patterns and roles of women and men are changing
- In an uncertain job market, it is sensible to be flexible when thinking about the future
- A non-traditional placement can encourage a student to aim higher

If your child would like to do a work experience placement with a difference, or if the school suggests they consider one, **what can you do?**

- Talk it over with them
- Try not to put them off – they may gain a lot in confidence and maturity from the placement

- Support them while they are on work experience – they may need extra reassurance if there only a few other males / females there
- Be proud of them, for trying something different

WHAT ARE THE BENEFITS OF WORK EXPERIENCE?

- Parents / Guardians often find their child will gain in maturity and confidence because of their Work Experience
- They may, in fact, change their ideas and attitudes, and you can help by talking things over with them
- Your support is vital at this time, but if further guidance is needed, you can contact your school's Work Experience Co-ordinator

PPE (Safety Boots, overalls, etc.) purchased by the school for the Construction / WEX placement

The parents/carers will need to purchase safety boots as an essential part of PPE for WEX.

If the school makes this purchase and, for any reason, your child discontinues the placement within 8 weeks of starting, we kindly request that the boots be returned to school for the benefit of another student.

I agree to **return the safety boots** if my placement finishes within 6 weeks of starting

Parent signature	
Print Name	
Date	

In case of an Emergency (ICE) Contact Form

This information will be extremely important in the event of an accident or medical emergency. Please be sure to sign and date this form. This information will be shared with the WEX provider.

STUDENT INFORMATION

Student Name: _____ Age _____

HEALTH CONDITIONS/ISSUES: (include any special medical or personal information you would want an emergency care provider to know)

Please list any medical issues the student may have; i.e. asthma, allergies, medications.....

SCHOOL INFORMATION – Please inform parents and the school if the young person does not attend, becomes ill and is sent home, or if medical/hospital treatment is required.

School Name: _____ **Burton PRU** _____

School Address: _____ **Church Hill Street, Burton-on-Trent, DE15 0HT** _____

Phone Number: _____ **01283 247 986** _____

EMERGENCY CONTACT INFORMATION: Please provide information for primary and alternative contact, people who can be reached in case of an emergency.



EMERGENCY CONTACT #1

Name of Primary Contact: _____ Relation: _____

Primary Phone: _____ Alternate Phone: _____



EMERGENCY CONTACT #2

Name of Alternative Contact: _____ Relation: _____

Primary Phone: _____ Alternate Phone: _____

The information requested on this form is **confidential and for emergency use only**. In the event of an emergency while at WEX, the information will be used by the chosen WEX provider. Please provide accurate, complete, and up-to-date information.

In case of an emergency, I give permission for my information to be released for emergency purposes. I also agree that any of my emergency contacts listed on this card may be notified in an emergency, as needed.

Parent/Carer signature: _____ **Date:** _____

Guide for Student



Must be read & signed before you can attend
WEX

WHY WORK EXPERIENCE?

Your Work Experience placement will give you the chance to find out about the world of work. Think carefully about where you want to go and why you want to go there. It can help you to

- See how work is different from school
- Develop your skills and talents
- Think about your choice of career Appreciate the relevance of what you do in school
- Apply skills learnt at school
- Set learning objectives for the future
- Consider employment possibilities
- Be aware of Equal Opportunities issues in employment
- Develop skills, knowledge and confidence for adult life

BEFORE YOU GO, MAKE SURE YOU KNOW

- Who to ask for when you arrive
- What to wear and what you need (e.g., bus fares, lunch)
- Where you are going and how to get there (allow yourself plenty of time)
- Times starting / finishing the day, including lunch break

WHILE YOUR THERE

- Listen carefully to all instructions, especially regarding Health and Safety
- Be enthusiastic and willing to help
- Ask questions!
- Do not be afraid and try new things but check if you are unsure about anything
- Remember you need to give a good impression of yourself and your school
- If you have any problems speak to your supervisor or if necessary, the school
- Make sure you contact your supervisor and school if you are going to be late or cannot attend
- Do not forget to fill your logbook/ diary

AFTER YOUR PLACEMENT

- Make sure you have completed your logbook or diary as fully as possible and keep anything else which could go in your Progress File
- Do not forget to write to the employer and thank them
- To help you decide what to do next, talk about your experience with:
 - ☞ your parents
 - ☞ teachers
 - ☞ friends

STUDENT DECLARATION

I agree to attend my WEX placement on _____ (Date/Day)
from _____ (time) __ To _____ (time)

I will turn up on time and be **suitably dressed**. I will **follow instructions and follow the company's rules & regulations** (Otherwise I may put this and future WEX placements in jeopardy).

Student's Name (PRINT)	
Sign	
Date	
Email	
Telephone Number	

Health & Safety & Welfare Risk Assessment Young Persons

As part of our duty of care, schools need to ensure that organisation provide a safe, healthy, and secure working environment for each student on work experience. Exchanging the following information is part of that process.

<u>THIS SECTION TO BE COMPLETED BY K. WRIGHT / N. RATHOUR</u>		
Student on placement		
From (school)		
Type of WEX chosen		
Start date of Placement		
Age of student on the day of WEX:	(years)	(months)
Other information about the student necessary for the employer as a safe experience placement		
School number to be used in an emergency		
Name of Company		
Address & Postcode		
Contact Name		
Contact Number		

Guide for Work Experience Providers



Please read & sign before the student can attend
WEX

(COMPLETED BY AN EXTERNAL HEALTH & SAFETY ADVISOR - Report will be sent to the school)

The Work Experience Co-ordinator will arrange for the Health & Safety to take place. It is important this is conducted before the young person starts.

DATE H & S COMPLETED	
Complete By	

List areas, processes or machines that students will be prohibited access to. Student should be notified on induction

Are there suitable welfare facilities for a student (e.g., toilets, drinking water, eating area) **YES / NO?**

Aspects of the work unsuitable for students with a health problem: (e.g., Asthma, allergies, etc)

What risks have been identified under the Management of Health & Safety at Work Regulations (Young Persons) that need to be notified to the parent / guardian by the school? (Please Specify)

To be completed by the person responsible for organising and overseeing the supervision and protection of the student and ensuring that appropriate induction and training will be provided.

WORK EXPERIENCE HELPS STUDENTS TO

- Understand the world of work
- Experience an adult environment outside of school
- Increase their knowledge of particular jobs or careers
- Develop skills and qualities (e.g., social / communication / time management)
- Increase their confidence and self-esteem
- Give them an insight into the organisation they have chosen
- Understand the relevance of school, grades and the work environment

WORK EXPERIENCE HELPS EMPLOYERS TO

- Promote their goods and services within the community
- Provide development opportunities for their staff
- Develop recruitment procedures and opportunities
- Promote their business to future customers

HOW TO ENSURE QUALITY WORK EXPERIENCE

- Ask for an application form from the student supported by the school
- Ensure the student pays you a visit before they start their placement
- Brief the student, and relevant staff, practically regarding Health and Safety issues
- Plan a written programme of work for the placement period, with agreed objectives
- See that the student has a proper induction and knows who they need to report to

- Monitor student progress against the agreed objectives, especially when they are visited by a member of the school staff
- Allow the student to show you their completed logbook or diary and advise if necessary
- Contact the school if there are problems / concerns
- Complete the employer section of the student's logbook
- Review the placement, with reference to the objectives and feedback useful ideas to the school
- You may be asked to provide a reference for their Progress File or future applications

WORKING WITH YOUNG PEOPLE & SAFEGUARDING

In consideration of the Education Act (2002) and Keeping Children Safe in Education September 2021, para 311 it would be helpful if you would read the following principles of working with young people. If your organisation has a child protection policy, you will be endorsing these principles, ensure that the placement is a secure and productive environment for both you and the student. Having systems in place can help staff recognise this and offer suitable support to those who need it. Organisations offering any kind of apprenticeship or traineeship to young people need to put processes in place to protect their learners.

ENVIRONMENT – Always work with students in an open work area, where possible avoid being on your own in an isolated or closed environment with a young person, one-to-one meetings should only occur when necessary. It is also important to be mindful of working hours and give regular breaks to students.

TRAVELING – Ensure that there is a known destination and check-in times with a third party in situations where a young person will be travelling alone with an adult during the placement. It is a good idea to make available a mobile phone to the student in such situations.

MENTOR – Those placed immediately in charge of young people should be competent in their work – role, mature in their attitudes, and yet, at the same time, be at ease with young people.

PERSONAL CONTACT – There may be occasions when physical contact is unavoidable (e.g., when you are guiding them in carrying out a technical operation), but these should be kept to a minimum.

BEHAVIOUR – Please understand that due to students' relative inexperience in the workplace, they may be particularly vulnerable to anxiety or struggle to cope with the transition. Whilst it is important to reassure a young person, who may be nervous in a new placement and reliant on your guidance, avoid being overfamiliar. Should a student's behaviour give cause for concern, please speak directly to the named work experience organiser at the school.

Adults should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations. This means adults should not give their personal contact details to the young person on work experience, including their mobile telephone number and email address. Adults should not communicate with pupils via social media.

EMERGENCIES – It is essential to ensure that you have the emergency contact details of the student on placement and the school contact. If a student does not turn up for work experience, the school must be informed immediately.

DISCLOSURE – Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with an appropriate representative of the school (usually this will be a school's WEX Co-ordinator, Ms N. Rathour, K Wright or the Headteacher Mrs K Jefferson)

CONFIDENTIALITY – When a student starts with you, confidentiality clauses should be explained to them, and they should be briefed on the importance of confidentiality. Students may very innocently share something, for example, on social media, which may be sensitive to the organisation. Therefore, it is crucial to ensure that students understand the confidentiality clauses.

INTERNET – We would appreciate organisations doing all they practically can to reduce the risk of young people being able to access unsuitable websites. For our part we make it clear to students that the same internet access protocol that applies in school also applies to placements. If anyone in the workplace becomes concerned about inappropriate student communications, we would ask you to contact the school immediately.

DISQUALIFICATION – You are reminded that you are required by law to protect children from harm and that any employees are required, under the Criminal Justice and Court Service Act, to declare if they are disqualified from working with children.

GDPR – If you want to promote or share information about the work experience students, ensure that you have the relevant permissions from the student, parent and school. Promoting or sharing information without permission may result in the organisation facing legal repercussions.

HEALTH & SAFETY – The [Health and Safety Executive](#) (HSE) provides guidance on managing risks and assessment at work. Work experience students are your employees, like any other young person you employ. As an employer, you will already be aware of risk assessments for your place of work. You will need to extend this if you are planning to have young people visit you on site.

RISK ASSESSMENTS – It is important to conduct a risk assessment before students start their work experience. This means you will need to review your risk assessment if you do not currently employ a young person or have not employed a young person in the last few years.

I agree to endorse these principles in the context of work experience on behalf of our company. I will contact the school within **1 hour of the student's arrival time** if the student hasn't arrived for work experience. The school is responsible for monitoring the student's attendance

Organisation/Company	
Key Contact for student during placement	
Person completing form Print Name	
Signature	
Role within the organisation	
Email	
Date	
Best contact Number	