



Raising ASPIRATIONS  
Year 10

Work Experience  
Programme

Mon 11th July – Fri 22nd  
July 2022

## **The Inbetweeners - When You Want To Be A Plane Driver.....**

(2 minute video)



# Why Work Experience?

Provides students with an insight into different sectors and careers.

Gives them the opportunity to use and apply their skills and knowledge in a professional environment.

Aids the development of 'employability skills' -sometimes called 'soft skills' – that are required not only in the workplace, but in life. These include communication, working with others and problem solving.

Builds confidence and self-esteem by showing students what they can achieve outside school.

Allows students to 'try out' an area of potential interest.

# Why Work Experience?

Provides knowledge of the local job market and starts students on the road to building a network of business contacts.

An opportunity to impress local business people – in a few years' time there may be the opportunity to go back to the same manager seeking employment!

Valuable experience to add to a CV or Personal Statement.

Many employers are happy to act as a referee, which students can use when applying for jobs, either while they are still at school or later on.

# What Do Employers Expect From Students?

- Be ready to work, work safely and within company rules.
- Good time keeping – be punctual.
- Follow instructions and ask if you are unsure of anything.
- Ask questions, it shows you are interested!
- Discuss any concerns as they arise with your supervisor or with Mr Clark

# What Do We Expect From Students?

Remember that you are an ambassador for Litcham School, out in the local community where people know who you are and who we are.

Be smartly dressed, punctual, polite and well behaved.

Work hard and make an effort to contribute, asking questions where you need to – you are there to learn and to experience!

Complete your Work Experience Diary at the end of each day during your work experience week, and hand it in to your employer to check, sign and return to us.

The following week, write a thank you email or letter to your employer.

# Work Experience This Year: In Brief

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All Year 10 students go out on work experience for two weeks at the end of the academic year. This will take place from Monday 11th July to Friday 22nd July 2020

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Deadline dates which have all been brought forward to allow for better planning and delivery.

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Work experience takes place every day during the work experience period and during the normal business hours for the company –not school hours, unless stipulated by the employer.

# Work Experience: How It Works

Students must arrange their own Placement e.g through friends, family, professional contacts, local businesses that you use/know, etc.

School also has a spreadsheet of employers who have offered work experience to our students in the past and may be able to help but the contact must be made by the student!



## Step 1

- Complete the Parental Consent form (yellow) and return it to school. The form is in the pack you have been given, and you can complete it now and hand in the form tonight as you leave.



## TO BE COMPLETED BY PARENT/CARER

### WORK EXPERIENCE SELF PLACEMENT CONSENT FORM TO BE RETURNED TO MRS BENHAM BY 22nd OCTOBER 2021

STUDENT NAME: \_\_\_\_\_

Male

Female

Tutor Group: \_\_\_\_\_

School: Litcham School

Dates of Work Experience

From: Mon 11th July 2022

To: Fri 22nd July 2022 incl.

Date of Birth: \_\_\_\_\_

Home Tel No: \_\_\_\_\_

#### HEALTH DECLARATION

In order to ensure that there are no unnecessary risks to the health & safety of this student or the health & safety of another person, please indicate below any medical condition the student is suffering from which the employer should be made aware of (eg: asthma):

\_\_\_\_\_

#### TO THE PUPIL:

As the pupil named above, I agree to take part in this work experience scheme. I also agree to hold in confidence any information about the employer's business which I may obtain during this work period, and not to disclose such information to another person without the employer's permission. I also agree to observe all safety, security and other regulations laid down by the employer and made known to me either by the employer's representatives or by displayed instructions.

Signed Pupil: \_\_\_\_\_ Date: \_\_\_\_\_

#### TO THE PARENT/CARER:

As the parent/carer of the pupil named above I confirm that I have read and understood this form and agree to his/her taking part in the scheme and understand that he/she will observe the conditions set out. I confirm the information on this form can be passed to the placement provider if necessary.

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Step 2

Research options, select a potential employer and approach them directly (this is best done in person if possible). Give or send them the Blue form. Once you have agreed with the employer that they are happy to give you work you must get them to return the Blue form to school by the deadline.

If you find an employer via the Litcham spreadsheet you must contact them yourself, to check that they are able to offer you a placement (just because they are on the spreadsheet does not mean they have a placement available ! )

Most employers will expect to meet the student prior to them starting the placement. We ask students to telephone employers to arrange this, and encourage them to attend the meeting so that when they start the placement, they have met their employer and had the opportunity to ask any questions.

# Work Experience Letter Template

(Your name)

(Address)

(Postcode)

Make sure you add your email contact address and phone number

(Date) eg. 17<sup>th</sup> October 2021

Employer's name eg. Mr R Smith

Job Title eg. Manager

Name of Company

(Full address)

(Postcode)

Dear Mr or Mrs/Ms (Try and find out the name of person in charge of work experience enquiries)

## Litcham School: Year 10 Work Experience

I am currently in Year 10 at Litcham School where I am studying GCSE subjects (list subjects).

All of Year 10 at the school take part in statutory work experience from Monday 11<sup>th</sup> July to Friday 22<sup>nd</sup> July 2022. I would like to enquire about the possibilities of a work experience placement with (company name) as I'm really interested in... (reason for pursuing a placement, what you would like to learn from work experience and the company).

In my free time, I like to (list relevant hobbies and interests). You could also list if you work on a Saturday or in the Summer holidays.

I do hope this would be possible. I look forward to hearing from you.

Thank you for your time.

Kind regards

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(REMEMBER TO SIGN THE LETTER)

PRINT YOUR NAME AFTER YOUR SIGNATURE



**TO BE COMPLETED BY THE EMPLOYER**  
**Work Experience dates: Mon 11 July – Fri 22 July 2022 incl.**

Thank you for agreeing to take the pupil on Work Experience.

Please could you complete the following form and sign. Then return to the school via post or email  
workexperience@litchamschool.org.uk

Thank you.

PUPIL NAME		Tutor Group	
EMPLOYER NAME			
Placement Address			
Postcode			
Email Address			
Telephone/Fax			
Mobile			
Placement Title			
Duties to be carried out by pupil:			
Working Days/Times			
Meal Breaks			
Appropriate Clothing			

**Employer's Liability Insurance details**

Insurance company: .....

Policy No: ..... Expiry Date: .....

**PLEASE NOTE WITHOUT EMPLOYERS' LIABILITY WE CANNOT AUTHORISE THE PLACEMENT. PUBLIC LIABILITY ALONE WILL NOT SUFFICE**

By signing this form, you are agreeing to provide a placement to the named student.

**PLEASE MAKE A NOTE OF THE DATES ON WHICH THE PUPIL IS DUE TO UNDERTAKE WORK EXPERIENCE**

**PLACEMENT AUTHORISED BY:**

Contact Name: ..... Position:     .....

Signature: .....      Date: .....      /      /

## Step 3

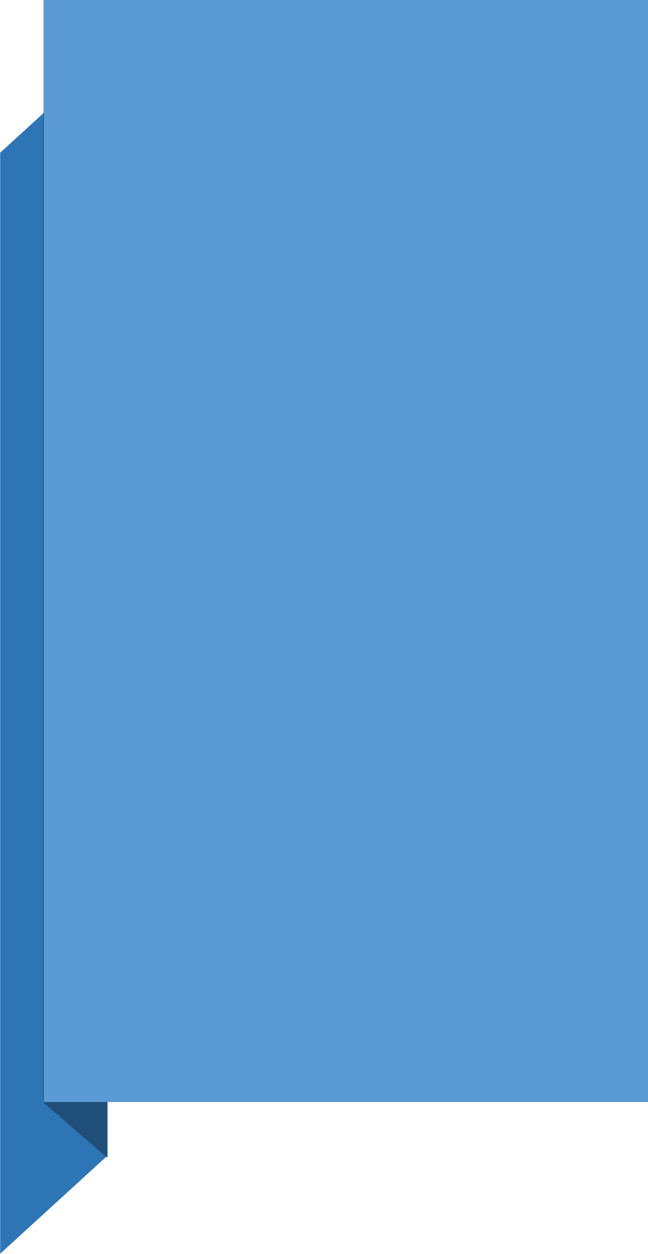
- ❗ School then makes the necessary checks to ensure that the placement is suitable. Employers need to comply with certain criteria in order to be 'passed' as a suitable provider, but most do have the necessary Health & Safety measures already in place, as well as Employers Liability Insurance (ELI) and Public Liability Insurance (PLI).









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- You need to start now.  
Most schools use the same weeks.  
The best jobs go really quickly.

DEADLINES 2021-22

2021-2022

Confirmed placement and completed form returned

17 Dec.

22 Oct.

Parent/Carer Consent Form