



# Welcome to the Year 10 Work Experience Information Evening

Monday 10<sup>th</sup> July to Friday 14<sup>th</sup> July 2023



Department  
for Education

## Department for Education:

We want all schools to do as the best do:  
inspiring young people, providing work experience  
and putting them in touch with employers.

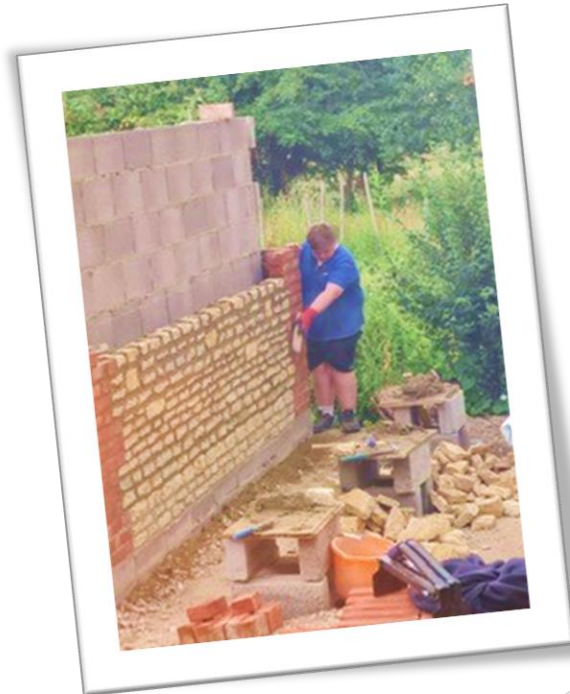
There is also a challenge to us all:  
to respond to the world as it changes,  
to inspire, to motivate, to encourage and to create  
a skilled workforce  
to compete in the global race.”

# Why work experience matters:

- Self-management
- Team work
- Business & customer awareness
- Problem solving
- Communication and literacy
- Application of numeracy/technology skills
- Gain valuable experience to add to your CV
- Building on employability skills



# Formal arrangements for Work Experience



# Paperwork

**WEX Booklet** - Each student will soon receive a booklet from their tutor with lots of helpful information.

**Yellow Form** - This is the parental/guardian consent form for information. Deadline ASAP

(where possible please complete & hand in before you leave)

**Pink Form** - Placement details. Once the employer has completed their details and the form has been signed by all parties, please hand in to Progression ASAP.

*\*Deadline for pink placement forms is Wednesday 26<sup>th</sup> April 2023\**

Which gives students a generous 5 months to find a placement.

*Work experience co-ordinator- Mrs McGovern  
Contact: [dmcgovern@bradonforest.wilts.sch.uk](mailto:dmcgovern@bradonforest.wilts.sch.uk)*

# Work Experience Booklet

## Guidance for Students

- Your booklet contains lots of useful information to help you through your placement search.
- Hints and Tips on how to find a placement, finding contact details for companies & what to include when contacting them.
- Step-by-step guide on what to do next and a check list to make sure all paperwork and steps are covered.

# Health and Safety

New guidelines from the Health & Safety Executive

- ▶ No restrictions on locality
- ▶ No charges for health and safety
- ▶ Reasonable checks made by the school: Risk assessing, checking all insurance details and policies and any other relevant checks required.
- ▶ Attendance is compulsory!
- ▶ **GDPR- We are unable to tell employers about any medical or educational needs your child may have.**

**It is the parent/guardians responsibility to inform the employer of any medical or educational needs they think may be relevant.**



# Important Information

- ▶ All placements must be within the UK
- ▶ The employer must have Employer Liability Insurance and Public Liability Insurance
- ▶ Any 'Crown Exempt' placements will require a letter from the employer to state risk assessments are in place for children
- ▶ Any student who hasn't found a placement, will be expected to attend school



# Thank you for coming

## 1. Please take a YELLOW form - Data sharing agreement



If you have time to complete and sign tonight, please leave it in the tray provided. If not, please send it in once completed.

## 2. Please take a PINK form - Placement Form



These are for completing once a placement is found. These must be handed in no later than Wednesday 26<sup>th</sup> April 2023 - Reminders will be sent.

*This presentation can be found on the school website, under Students/Careers/Work Experience*