



BEDFORD HIGH SCHOOL

# **Year 10 Work Experience Information Booklet**

Monday, 15<sup>th</sup> July to Friday,  
19<sup>st</sup> July 2024

November 2023

Dear Parent/Guardian

### **YEAR 10 WORK EXPERIENCE WEEK – 15<sup>th</sup>-19<sup>th</sup> July 2024**

From the 15<sup>th</sup>-19<sup>th</sup> July 2024, all year 10 students will take part in a work experience week. Bedford is working in association with Tailored Education Ltd, who will conduct risk assessments and health and safety checks.

Work Experience is a valuable opportunity in helping our students to prepare for the world of work and develop their employability skills. It also provides a sample of a potential career pathway, and most importantly, allows the student to gain the independent skills of searching for a job, communicating with employers and fulfilling a role within an organisation.

Each student will be expected to arrange their own placement and within day time working hours. The placement does not have to be directly linked to their possible career path, the aim is to provide experience of a workplace and help develop their employability skills. Attached to this letter is the Work Experience Placement Form and Frequently Asked Questions.

Once your child has found their placement, the form attached to this letter needs to be completed and handed to their form teacher. Although July seems a very long time away there is a lot of work to do behind the scenes, including workplace visits to complete, health and safety assessments and insurance checks. Therefore, we would be very grateful if you could help your child to source their own placement and return the Work Experience Placement form by 31<sup>st</sup> January 2024. However, as we need to complete over 200 checks we would appreciate a response as soon as possible.

Tailored Education will be checking every placement to satisfy the school that the placement is appropriate, there are adequate safety precautions and it appears to be a safe working environment with a good level of supervision and guidance given to students. An insurance check will be done with the owner or supervisor to ascertain if the company has Employer Liability Insurance (ELI) and Public Liability Insurance (PLI) in place. The information gathered is used solely for the purpose of ensuring our students are safe whilst on their placement and is not passed on to any third parties.

There are certain work experience opportunities not allowed, for example lone working with one adult, travelling in a car or a van, construction on sites and public service employers such as NHS, Fire and Police do not take young people from school on work experience.

The organisation providing the work experience placement must have both Employer Liability Insurance (ELI) and Public Liability Insurance (PLI). If you wish your child to have a placement with a mother, father or guardian and they do not have Employer Liability Insurance (ELI) this *may be* considered but we must be made aware of this on the Work Experience Placement Form.

**Students will not be allowed to complete their work experience without a completed work experience form and successful placement checks.**

There is a dedicated page for Year 10 Work Experience on our website or you can email the careers team at any time - [careers@bedford.wigan.sch.uk](mailto:careers@bedford.wigan.sch.uk).

Your sincerely

*J Madden*

**J Madden**  
**Assistant Headteacher & Careers Leader**

# Work Experience Timeline

**16<sup>th</sup> November** – Launch Assembly

**17<sup>th</sup> November to 31<sup>st</sup> January:**

Students to complete the Y10 Work Experience Careers Survey by the end of November

<https://forms.office.com/e/2VLWQHf9Sy>

Students search for a placement and if a placement is sourced, complete the Work Experience Placement Form.

**31<sup>st</sup> January** – Deadline for completion of Work Experience Placement Forms

**February onwards:**

Tailored Education to complete Health & Safety checks

**If Placements are declined, students will be informed and support offered to resolve any issues**

Placement Letter of Confirmation sent home.

Employers receive confirmation from school of the student(s) they will have working with them.

**July** – Final assembly & Parent Zoom meeting

**Monday, 15<sup>th</sup> July to Friday 19<sup>st</sup> July 2024 – Work Experience Week**

# YEAR 10 WORK EXPERIENCE WEEK 15<sup>th</sup>-19<sup>th</sup> JULY 2024

## FREQUENTLY ASKED QUESTIONS

### On what grounds may a placement be rejected?

- The employer does not have Employer Liability Insurance;
- The placement is 'Out of Area';
- The placement fails a Health and Safety Risk Assessment conducted by Tailored Education;
- The placement is outside of the allocated school work experience week;
- The placement is outside of school hours.

### Why does the school not provide a work experience placement for my child?

All Government funding to schools to support work experience ceased in 2012. Work experience was also made non-mandatory for schools. The funding subsidised an external company to manage and source placements on behalf of schools. Due to the extreme volume of the work that goes into organising work experience, an overwhelming majority of schools now no longer do it. We can only budget to ensure that all the work experience placements are risk assessed and considered appropriate for pupils. This alone is a significant amount of money.

### Does the school have any placements at all?

We have a small bank of employers that offer placements each year. Disadvantaged pupils will be given priority to these placements. We do have information on what employers tend to offer placements, so it is always worthwhile to ask a question regarding potential employers for contact details.

### What insurance does an employer need to have?

Under health and safety law, work experience placements are considered the same as any employee position. They are to be treated no differently, in regards to insurance, than any other young person they employ. Existing employers' [liability insurance policy](#) will cover work placements provided the insurer is a member of the [Association of British Insurers](#). Therefore, there is no need to obtain any additional employer's liability insurance if you take on work experience students. However, a specific young person's risk assessment will be required if not already in place. Support for Tailored Education will be available for guidance on this.

### All placements must have a valid ELI Insurance to be authorised

### What is classed as 'Out of Area'?

This is a placement where the child is unable to commute from their home address each day. It could also be that it is not within reasonable travelling distance from the school. While on work experience, together with the employer, the school retains responsibility for the welfare of the child while on placement. Parents/Guardians must have a conversation with the careers team if they wish for their child to have a placement where they work which is 'Out of Area'. Contact the careers team by email – [careers@bedford.wigan.sch.uk](mailto:careers@bedford.wigan.sch.uk).

### Can my child come and work where I work?

Yes, providing the employer meets all the necessary ELI insurance, risk assessment criteria. If a direct guardian, such as a mother/father/guardian wants their child to have a work experience placement with them and they do not have the necessary ELI insurance, please discuss this with the careers team – [careers@bedford.wigan.sch.uk](mailto:careers@bedford.wigan.sch.uk)

### **What happens if my child doesn't find a placement or the placement is not for a full week?**

Pupils will be expected to attend school in their full uniform and will attend their regular timetable.

### **My child has a medical condition and/or SEND needs, and I have concerns about their wellbeing on placement, what should I do?**

A medical or SEND need should hold no barrier regarding your child attending a work experience placement. Please note Bedford High School will not disclose any medical and/or SEND needs. Please ensure any relevant medical conditions, additional need requirements or any other concerns that may affect your child's time on placement are discussed with the employer so that they will be able to carry out a risk assessment and make reasonable adjustments to support your child. Please inform them that our Health & Safety partner, Tailored Education, will be in touch with them. In the unlikely event the employer is not supportive in any way; the placement must not be considered. Please note on the Work Experience Placement form if you will be declaring any medical conditions and a member of our careers team will be in touch with you.

[careers@bedford.wigan.sch.uk](mailto:careers@bedford.wigan.sch.uk).

### **What happens if my child is not sure what to do?**

The most valuable learning gained from work experience is not necessarily for the type of job they do. It is from the experience of being out in the big wide world and in the workplace. A restaurant or a local shop may not be a chosen career path but may lead to some part-time work. Working where parents work can be a great insight into what parents do. Be open to all placement opportunities and the learning experiences they can individually offer.

### **Will my child be able to do anything on placement?**

Unfortunately, health and safety requirements will no doubt limit what your child will be able to do on placement.

Setting expectations is essential, in most cases, there will be a lot of work shadowing and observations. This can get frustrating and can be annoying if not prepared. Spending time with professionals and employers should be viewed as an opportunity to ask how they got into that form of employment and what pathways they took, do they recommend it. This is a fantastic career research opportunity and should be considered in that light.

# YEAR 10 WORK EXPERIENCE



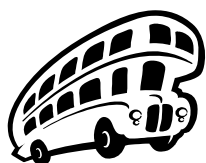
In Year 10 every student completes work experience. The placement will last for one week and provides students with the opportunity to experience a week in the workplace.

Work Experience is a valuable opportunity in helping our students to prepare for the world of work and develop their employability skills. It also provides a sample of a potential career pathways, and most importantly, allows the student to gain the independent skills of searching for a job, communicating with employers and fulfilling a role within an organisation.

Placements are subject to the necessary insurance restrictions and are dependent on a satisfactory Health & Safety assessment being carried out by our Work Experience Partner, Tailored Education.



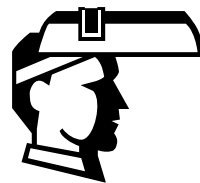
## Things to remember.....Summary....



Choose your placement wisely. Consider travel time and costs. Is it on a bus route? How long will it take you to travel to and from the placement? Are there businesses/organisations related to your chosen placement in the local area? Is there a lower age limit for work experience placements within that field? For example, The Fire Service, Police Force, Armed Services and Nursing will not accept school age students for work experience.

Find out exactly where your placement is. Some organisations have several branches as well as a Head Office...turning up at the correct location is always a good start!! Ask your family to take you on a test run so you know the location.

Will you need protective clothing to carry out your work experience? Are you prepared to buy anything needed for the placement you are considering? Sometimes employers provide you with this so check what they would like you to wear.



Contact the placement beforehand to introduce yourself and let them know you would be happy to visit them before your placement starts so you can ask any questions you may have.

We have given you a letter in the pack you can show employers to validate your work experience week.

## Searching for a Placement...



You can search for local businesses on [www.yell.com](http://www.yell.com) or look on social media platforms such as Facebook, Instagram etc. or do a Google search, e.g. 'Engineering firms in Leigh'.

Ask everyone you know including friends, family, teachers, if they know of any companies you could try.

If you have a part time job you **can** do this as your placement but do additional hours and shadow another staff member in a different role or department, e.g. Head Office. Ideally, we would like you to find another place of work for the week so you are gaining further experience but this can always be your plan b.

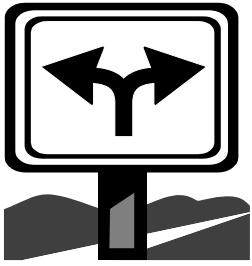
Check websites as some companies require you to apply for work experience online.

Next you should find out who is the best person to contact about work experience in that company and ask for their contact details (phone number, email address, best day/time to contact them).

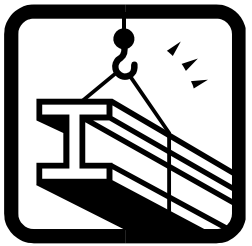
You will always get a better response if you visit people in person rather than sending a letter or email or phoning.



# Work Experience...choosing where to go...things to remember...



If you have an idea of a career path getting some experience of your chosen field can help you decide if it's really the best career choice for you.



Sometimes placements aren't always available in your chosen area. There may be a large demand for the kind of place you are looking for or an age limit on work experience students set by some areas of work for example the Fire Service and the Police. There may not be any employers in the local area in the career area you choose, for example a Zoo or an Airport or it may be that it is considered a 'high risk' placement and therefore impossible to get the necessary insurance.

It's worth keeping in mind though that work experience is a chance to compare a week at work to that of your usual school routine and if you approach the week with enthusiasm and an open mind then you will benefit and learn from the week even if it isn't your chosen career path.

## **Some Work Experience career areas to consider would be:**

Retail, Legal, Education, Finance, Animal Welfare, Sports, Motor Vehicle, Plumbing, Construction, Engineering, Admin, Childcare, Medical, Social Care, Healthcare, Catering, Youth work, Music Industry, Photography, IT and Accountancy.

# Work Experience....what's in it for me?

You can get a great deal out of your week at work.

You will get a greater understanding of teamwork, deadlines, working to a new set of rules, using your own initiative and you will also feel more independent with an increased sense of responsibility for yourself.



Even the smaller details like getting there on time, catching different buses, remembering your lunch and being away from home for a longer working day will all contribute to giving you a real understanding of how much different the world of work is compared to a school day.



The most successful work experience students are those that turn up and are willing, eager and happy to give it a good try.



It can be daunting turning up somewhere new and working alongside people you don't know but the majority of the placements will be used to work experience students and will be happy to look after you during your week with them and will show you how you can get the most from your week there.

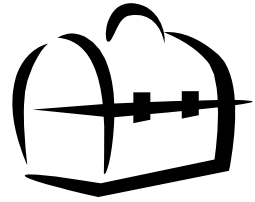
**You will not be asked to do anything that the employees that work there don't have to do as part of their working day.**

# Whilst on your work experience week

**Arrive on time.**

**Appropriately dressed.**

**With everything you need....money, bus pass/fare, packed lunch etc.**



Be realistic about the type of duties you will be given.

Hair salons will not let you cut hair, but you may be asked to shampoo a client's hair, sweep up or make refreshments for the clients. Retail organisations will



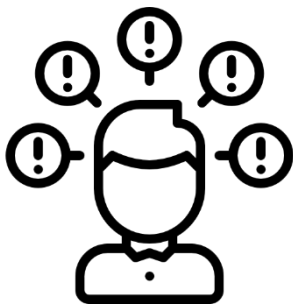
not let you deal with money at the pay point but you may be asked to help wrap/bag purchases.

Turn up every day eager to learn, keen to work and friendly and polite to other staff members and customers and you will have a great work experience week.

**The keener you are the more varied and interesting activities you'll be given to do.**

## The week itself....support, visits, what to do if things don't seem right....

Most placements will be visited by a member of staff during the course of the week. ALL placements will be called daily to ensure all is as it should be.



If you feel there is a problem you cannot sort out on your own, phone school. All problems or concerns can usually be sorted out quite easily but only if you let either the school or the employer know. Not turning up is **not** a solution and will only result in the cancellation of your placement, an unauthorised attendance mark and you will return to school.

During your work experience week you could possibly be on your feet for longer or undertaking more physical, energetic duties than you may be used to...so, try and go to bed a bit earlier so you are refreshed and ready to start the day...make sure you have everything ready for the morning the night before so you are not rushing about...have something to eat before you set off for work....set off in good time for your journey into work.....



Do you need to bring a packed lunch?

**Getting a good start to the day, everyday, is vital in helping you get the most out of your week at work.**

## LETTER FOR EMPLOYERS (emailed to students)

Our ref: JMA/PB

November 2023

Dear Employer

### YEAR 10 WORK EXPERIENCE WEEK 15<sup>TH</sup>-19<sup>TH</sup> JULY 2024

We are looking for support from local businesses to Bedford High School to provide work experience opportunities for Year 10 students during our Work Experience Week 15<sup>th</sup>-19<sup>th</sup> July 2024. We are using Tailored Education, an external company who have a wealth of experience in providing safe work experience placements and they will be completing all insurance checks and risk assessments on our behalf.

Work Experience is a valuable opportunity in helping our students to prepare for the world of work and develop their employability skills. It also provides a sample of a potential career pathway, and most importantly, allows the student to gain the independent skills of searching for a job, communicating with employers and fulfilling a role within an organisation.

Our Business Partnership Programme provides additional opportunities for students, including Mock Interviews, Careers Workshops and annual Careers Fair which is being held this year on Tuesday, 5<sup>th</sup> March 2024.

Please find the link to our latest videos which explains our careers strategy:

Careers at Bedford High School	<a href="https://www.youtube.com/watch?v=MbWkSXUCyXI">https://www.youtube.com/watch?v=MbWkSXUCyXI</a>
Bedford Business Partnerships	<a href="https://www.youtube.com/watch?v=3FuJbyAcTtU">https://www.youtube.com/watch?v=3FuJbyAcTtU</a>
Bedford Alumni	<a href="https://www.youtube.com/watch?v=xLG9dcp89Rc">https://www.youtube.com/watch?v=xLG9dcp89Rc</a>
Careers Fair	<a href="https://www.youtube.com/watch?v=qu4FSg_3qvk">https://www.youtube.com/watch?v=qu4FSg_3qvk</a>

If you could be a Bedford Business Partner and help us to raise the aspirations of young people locally and inspire the next generation, contact Mrs Birchall, our Community & Work Related Learning Co-ordinator - Email: [careers@bedford.wigan.sch.uk](mailto:careers@bedford.wigan.sch.uk), tel: 01942 909009.

Yours sincerely

*J Madden*

**Mrs J Madden**

**Assistant Headteacher & Careers Leader**

**Y10 WORK EXPERIENCE PLACEMENT FORM 15-19<sup>TH</sup> JULY 2024**

**Complete and return to school by 31<sup>st</sup> January 2024**

NAME OF STUDENT.....

FORM.....

My child has arranged a one-week work experience placement in the local area for

**Monday, 15<sup>th</sup>-19<sup>th</sup> July 2024.**

This has been confirmed with the employer and they are aware someone will be contacting them to discuss the placement.

**PLEASE COMPLETE AND RETURN TO YOUR CHILDS FORM TUTOR BY 31<sup>st</sup> JANUARY 2024**

**EMPLOYER INFORMATION**

Company name: .....

Address: .....

..... Postcode: .....

Contact name - the person this placement has been agreed with: .....

Their contact number: .....

Their email: .....

**WORK EXPERIENCE PLACEMENT INFORMATION**

Contact name on arrival: .....

Days and Hours of Work (are you closed any days?): .....

Dress code: .....

Lunch facilities .....

Type & Title of Work Experience Placement: .....

**NOTE: If the work placement is not for the full week students must come into school.**

*IMPORTANT: Is this placement with a family member?* **YES**  **NO**

If yes, relationship to student (mother/father/grandparent etc):.....

**MEDICAL CONDITIONS AND/OR SEND NEEDS TO BE DISCLOSED TO THE EMPLOYER**

*Please ensure any relevant medical conditions, additional need requirements or any other concerns that may affect your child's time on placement are discussed with the employer and please inform them that our Health & Safety partner, Tailored Education, will be in touch with them to discuss insurance and H&S checks.*

*Will you be declaring any medical conditions/SEND needs?*  **YES**  **NO**  
*(if yes, a member of our careers team will contact you)*

Print name of Parent/Guardian) .....

Signed (parent/guardian) ..... Date.....