



November 2018

YEAR 10 WORK EXPERIENCE MONDAY 8th - 12th JULY 2019

Dear Parents/Carers,

I am happy to enclose all the information for the Year 10 work experience programme. All year 10 students are required to complete one week's work experience from **Monday 8th – Friday 12th July 2019**.

The aim of Work Experience is for young people to develop personal and interpersonal skills, have experience of an adult working environment, and develop a sense of responsibility while enhancing the value of their education. Placements should offer a young person the opportunity to learn and mature and **do not have to relate to a specific personnel career objective**.

It is the responsibility of your son or daughter, with the help of family members and friends to find an appropriate placement, and I would urge you to start looking for a suitable placement as soon as possible.

Please find enclosed a letter for the potential employer which should be handed to them along with the '**Students own placement form**'. The employer should complete the relevant sections of this form, sign and hand back to the student. The relevant sections should also be completed by the student and the Parent/Carer and then returned by **31st January 2019 to your child's Tutor**. We also require the Employer to complete the Pre-placement safety check list and provide a copy of their Employers Liability Insurance certificate. Please note without these a placement cannot be authorised.

Once an employer has offered a placement and the required forms have been returned to your child's Tutor St. Paul's will then write to you and the work experience placement to confirm. Confirmation may come as late as 4 weeks before to insure all checks are carried out so please be patient. **Please note that any potential placement must have employer's liability insurance.**

As two other local schools have the same week/s for work experience, placements in the surrounding area are likely to be taken quickly. We require all placement forms to be returned by **31st January 2019 to ensure all the relevant checks and confirmations can be made**. Please don't delay in making sure your child has secured a placement by this date.

Work experience is a key part of your son or daughters education at St. Paul's. It is not an opportunity to take time off for any other event. If you have any queries or concerns, please do not hesitate to contact myself or Mrs Davies on 01932 704122.

Yours faithfully

Mr T Smith
Head of KS4/ Assistant Headteacher
tsmith@st-pauls.surrey.sch.uk
01932 704142



Work experience check list/what happens and when

- Find a placement by contacting as many potential employers as possible and as soon as possible. Email, telephone, visit if suitable. **The Employer must have Employers Liability insurance.**
- Give the employer the covering letter which explains the work experience programme and what it is required of them. **You must not keep this** – the employer needs to have it!
- Once an Employer has agreed to offer you a placement they must fill in the relevant forms which are:
 - ❖ 'Students own placement form'- this needs to be given back to you and the relevant sections completed by you and your parent/carer. You must then hand this to **your tutor no later than January 31st.**
 - ❖ The Pre-Placement safety check list – this must also be returned to **your tutor by January 31st**
 - ❖ A copy of the Employers Liability Insurance Certificate – without this you will not be able to attend the placement. Also to be returned to **your tutor by January 31st.**
- If the school feels it is necessary the placement may be visited by a representative of St Paul's Catholic College to make any relevant checks.
- As soon as the required paperwork has been received/checks made, St Paul's will then write to you and your work experience placement to confirm. We will send you details of your placement. Confirmation may come as late as 4 weeks before to insure all checks are carried out so please be patient.

Please make sure the THREE forms are returned to your Tutor by January 31st 2019

- ❖ Students own placement form
- ❖ The Pre-Placement safety check list
- ❖ A copy of the Employers Liability Insurance Certificate



STUDENT'S OWN PLACEMENT FORM

Work Experience Dates: 8th – 12th July 2019

FORMS MUST BE RETURNED BY 31ST JANUARY 2019 TO YOUR TUTOR

STUDENT'S DETAILS (To be read & fully completed.)

Name: _____ Date of Birth: _____
Home Address: _____ Home Tel No: _____
Postcode: _____ Gender: Male/Female

As the student named above, I agree to take part in this work experience scheme and confirm that I have read and understood both sides of this form. I also agree to hold in confidence any information about the employer's business during the work placement and not to disclose such information to another person without the prior consent of the employer. I will observe all safety, security and other regulations laid down by the employer made known to me either by the employer's representative or by displayed instructions.

Signed: _____ Date: _____

PARENT/GUARDIAN (To be read & fully completed.)

As parent/guardian of the student named above, I confirm that I have read and understood both sides of this form, agree to my child taking part in this scheme and undertake that he/she will observe the conditions as set out.

In the interest of my child, I confirm that (* Please delete as appropriate.)

- 1) *He/she does not suffer from any medical condition which could result in an unnecessary risk to *his/her health or safety or to the health or safety of another person. (Should you be in any doubt please consult the school's Work Experience Coordinator before signing this form.)
- 2) *He/she suffers from the following medical condition (details on separate sheet) which will be conveyed to the employer.

Signed: _____ Name Printed: _____ Date: _____

EMPLOYER'S DETAILS (Both sides of this form must be read, fully completed and signed.)

Contact

Title & Name: _____ Work Experience Student's Job Title: _____
Company: _____ Start Date: _____ Finish Date: _____
Address: _____ Working Days: _____ Working Hours: _____
Brief Job Description: _____

Post Code: _____

Email Add: _____

Are you already part of a centrally organized Work Experience scheme. If so

Please state the name of the organisation. EBP etc

Employers Tel Nos: _____

Type of Business: _____

Are you a Sole Trader: _____ Company Size: _____

Is the student (please circle) a) A relative b) A family friend c) Other (please state)

RISK ASSESSMENT: (required in accordance with the Health & Safety (Young Persons) Regulations 1997)

As the employer, I have undertaken a risk assessment for the tasks the Work Experience student will be involved in and have taken into account the lack of experience, awareness and maturity of the student(s) concerned.

Significant Hazards	Control Measures

PLEASE COMPLETE BOTH SIDES

**LETTER OF UNDERSTANDING BETWEEN ST PAULS CATHOLIC COLLEGE AND EMPLOYER PROVIDING
WORK RELATED ACTIVITIES**

To ensure that the principal conditions of the Work Experience Scheme and arrangements between the Employer and ST PAULS CATHOLIC COLLEGE are fully understood, please read the following essential points.

1. The student will carry out meaningful work, as described in an agreed Job Description. The employer will ensure that the work will be planned by a responsible person and the student will receive appropriate instructions and supervision during the period of the work experience.
2. The employer will ensure that the student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use
3. The employer undertakes to restrain any animal likely to cause harm to a student while undertaking Work Experience.
4. The employer recognises the need for risk assessments appropriate to the young person and the work placement, which is to be carried out before the placement commences, ST PAULS CATHOLIC COLLEGE will convey this information to the student and parent/guardian.
5. The student will not receive any payment for their work in accordance with the Education (Work Experience) Act 1973. The employer will/will not make contributions directly to the student towards the cost of meals and travelling. Details will be shown in the Job Description.
6. The student will work the hours shown on the Job Description.
7. The student will be required by ST PAULS CATHOLIC COLLEGE to sign an agreement stating that he/she:
 - will not disclose any information confidential to the employer.
 - will obey all safety, security and other instructions given by the employer.
8. The student's parents or guardian will confirm that s/he is not suffering from any complaint or medical condition which may cause hazard either to the student or to those working with him/her. ST PAULS CATHOLIC COLLEGE will advise the employer of any known details concerning the student, which may require special attention to ensure a successful placement.
9. The employer will arrange for Employers Liability (Compulsory) Insurance, Public Liability Insurance and Vehicle insurance (where applicable) and will confirm that students on work related learning schemes are covered by each policy.
10. The employer will accept or insure against liability for loss, damage or injury caused by the student whilst on work experience with the organisation, to the employer property, other employees or a third party, in the same way as for paid employees. The employer should notify their insurer of student participation in Work Experience and recognise that a student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care.
11. In case of absence, accident or sickness, the employer will immediately notify the school whose telephone number will appear on paperwork and process any necessary reports. Appropriate welfare and first aid facilities will be provided.
12. The employer gives permission for ST PAULS CATHOLIC COLLEGE and the appropriate school to process employer personal details for the purposes of arranging work experience placements in accordance with the Data Protection Act 1998. Student's personal details are confidential and should be safeguarded in accordance with the Data Protection Act 1998.
13. The employer will permit access for monitoring purposes to representatives of ST PAULS CATHOLIC COLLEGE
14. The employer will observe the relevant legislation laid down under the 1974 Health and Safety at Work etc Act 1974, Sex Discrimination Act 1975, the Race Relations Act 1976 (as amended) and The Protection of Children Acts 1978 and 1999. The employer is reminded of his/her duty to disclose staff who are disqualified from working with children, where appropriate in accordance with The Criminal Justice and Court Services Act 2000.

Please confirm that this Letter of Understanding is acceptable to you by signing below.

EMPLOYER:

I confirm that I have read the Letter of Understanding above and that all the points are acceptable to me.

Name: _____ Position: _____

Organisation: _____

Address: _____ Telephone: _____

Signature..... Date.....

PLEASE NOTE THIS PLACEMENT CANNOT BE APPROVED WITHOUT THE FOLLOWING INFORMATION:

Employers Liability Insurance Policy Number & Company: **Expiry Date:**



Dear Employer,

Thank you for expressing an interest in our Work Experience programme.

As part of the curriculum all of our Year 10 students are required to complete a one week work experience placement from 8th – 12th July 2019 to help them develop employability skills and gain an understanding of the world of work. We encourage our pupils to find their own placements to help them gain an understanding of application and job searching practices and where possible gain experience in a vocational sector that suits their individual career aspirations.

If you are willing to accommodate the student's request please complete and sign the attached 'own placement form' as well as the pre-placement safety check list. This is to ensure that you understand the principal conditions of the scheme and give you the opportunity to provide us with some basic details of the placement offered. We will also require a copy of your Employer's Liability Insurance Certificate.

There are a few important points to bear in mind:

- We will require the student to be covered under your **Employers Liability Insurance** for the duration of the placement. The Association of British Insurers (ABI), the British Insurance and Investment Brokers Association and Lloyd's of London have agreed that, "as a matter of convention students on work experience placements should be treated as employees for the purposes of insurance against personal injury (that is they will be covered by the Employers Liability policy) as long as the placements comply with the requirements of the Education Act 1996 and the insurer must always be notified". **Unfortunately if you do not hold Employers Liability Insurance you will not be able to take part in this scheme.**
- In accordance with The Young Persons Regulations 1997 employers taking on a young person for work experience must inform them about the risks to their health and safety identified by their risk assessments and put measures into place to control them. Employers must provide their parents/guardians with the key findings of the risk assessment and the control measures introduced to minimise or ideally eliminate any significant risks. Although the law places this duty on the employer, we as the central organiser of the placement can assist you in recording and passing this information on to the parent/guardian.
- You must be willing for a representative of ST PAUL'S CATHOLIC COLLEGE to visit the premises where the student will be working to confirm the details of the placement if deemed necessary.

If you are already part of a centrally organised work experience scheme in another area please enter the details as Work Experience organisers throughout the country do routinely share information to prevent duplicating visits and ensure the safety and welfare of students.

Please do not hesitate to telephone 01932 704122 if you have any queries. I thank you for your interest and look forward to working with you in the future if you do decide to proceed.

Yours faithfully,

Mrs Z Davies

Mrs Z Davies
Key Stage 4 Administrator
01932 704122



St Paul's Catholic College
 Manor Lane
 Sunbury on Thames
 TW16 6NX

Tel: 01932704122

Email: workexperience@st-pauls.surrey.sch.uk

Work Experience 8th – 12th July 2019

**PLEASE PROVIDE A COPY OF YOUR
 EMPLOYERS LIABILITY INSURANCE
 CERTIFICATE**

PRE-PLACEMENT SAFETY CHECK LIST

Student name:

DETAILS TO CHECK		(Please ring)	COMMENTS
1.	General Legal Requirements		
a	Employers Liability (Compulsory)	Yes / No	
	Insurer		
	Policy Number		
	Expiry Date		
b	Public Liability Held	Yes / No	
c	Name of person responsible for health and safety		
d	Has the company an up to date Health & Safety Policy?	Yes / No	
e	Will the student be given a Health & Safety induction?	Yes / No	
f	Is Health & Safety poster displayed with correct information?	Yes / No	
2.	Fire Safety		
a	Does the company have a Fire Risk Assessment Policy?	Yes / No	
b	Are there any obstructions to fire exits?	Yes / No	
c	Are there any dangerous wires exposed?	Yes / No	
d	Fire extinguishers, visibly colour coded and regularly checked?	Yes / No	
e	Are the staff trained in their use?	Yes / No	
f	Fire exits marked and emergency evacuation procedures displayed, ie regular fire drills?	Yes / No	
g	Is there any smell of fumes?	Yes / No	
h	Is the lighting adequate?	Yes / No	

PLEASE COMPLETE BOTH SIDES

3. Prohibitions and Legal Requirements			
a	Is the lighting sufficient for VDU work?	Yes / No	
b	Is there any handling of hazardous materials or equipment? If so what training is provided?	Yes / No	
c	Is there any heavy lifting required? If yes, will student receive correct training?	Yes / No Yes / No	
d	Is machinery and equipment guarded?	Yes / No	
e	First Aid box available?	Yes / No	
f	Name of qualified first aider		
g	How are accidents recorded by company?	Accident book? Other?	Incident Report Form?
h	Who is responsible for reporting any accidents to the school?		
4. Working Conditions			
a	Toilet facilities/washing facilities and drinking water available.	Yes / No	
b	Is any protective clothing or footwear required? Will it be provided by the company?	Yes / No	
c	What are the arrangements for breaks and lunch?	Lunch provided Lunch can be purchased on site Student to provide own lunch Other (see additional comments box below)	
d	Who will be supervising student?		
e	Days of work	Mon / Tues / Wed / Thurs / Fri	
f	Hours of work		

6.	Key Tasks
7.	Requirements
8.	Additional Comments

Signature of Employer: _____

Print Name: _____

Signature of St Paul's Catholic College Representative: _____

Print Name: _____