



Ilfracombe Arts College



Work Experience Programme 2012/2013

Information for Parents/Guardians



For MORE information contact...

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Work Experience Week

Monday 1st - Friday 5th
July 2013

What IS Work Experience?

Work Experience is a compulsory part of the Key Stage 4 work related learning curriculum.

It is an unpaid opportunity for young people to experience working life while they are still at school. The range of opportunities is far wider than those available through part-time jobs.

Work Experience presents students with a chance to:

- Work alongside adults as part of a team.
- Develop and practice a range of new skills.
- Become more confident in their abilities.
- Relate their school curriculum and qualifications to the workplace.
- Make more informed decisions about their future.

Young people will learn and use a range of transferable skills, personal qualities and competencies which, when combined, will contribute towards their employability.

Preparation for Working Life

Practical skills

Communication

Application of Number

I.T.

Improving own Learning & Performance

Personal Qualities

Problem Solving

Citizenship

Working with Others

What DOES it involve?

- The school will deliver a **preparation** programme for many weeks before the placement starts, in which the student must participate fully.
- Students are expected to sort out their own placement. To do this they can:

1. **Look at the list of previous employers which their PCRE teacher and tutor will have (this list is to be used as a guide only, the employer may not necessarily be able to offer a placement this year) and approach the employers listed there. (Please note, for Brend Hotels & Ilfracombe Infant School students MUST NOT approach the school but apply through Mrs. Marks instead)**

2. **Approach other employers not on the list**

Students will be given a letter and form to use when approaching employers. (Spares available on College website)

- Please make sure the employer has both **Employer's Liability** and **Public Liability insurance**, as without these the placement cannot be accepted.
- As soon as a placement has been agreed, return the completed form to Mel Walker in Student Services
- Deadline **Thursday 31st January 2013**
- **Students requiring assistance in seeking a placement should talk to their PCRE teacher, their tutor, Mrs Marks or Mel Walker.**
- Once a placement is fixed it CANNOT be changed.
- The **safety of the students** is a prime concern. All students will be given advice on **health and safety** and students taking up placements in some types of work will be required to attend **additional health & safety briefings**. Failure to attend will mean the placement cannot go ahead.
- Parents are asked to complete and sign a **health declaration** for their child **which is on the form that students will give to their employer**. This enables the employer to conduct a **risk assessment**. (Spare forms will be available on the College website)

- All placements will be **vetted** by the Devon Education Business Partnership to ensure the **health, safety & welfare** of the student during the placement, and that adequate insurance is in place.
- Parents will be sent **details** of the placement and the **risk assessment**. Parents will then be asked to give **written permission** for the placement to proceed.
- In many cases the student will be expected to have an **interview** with the employer **before** the placement begins.
- The student will be provided with a logbook to **record** his/her experience.
- A **teacher** will **visit** at least once to **monitor** the student's **progress**. If, for any reason a visit is not possible, a phone call will be made.
- Students will be given details on how to **contact** the school during the week of work experience should any problems arise.
- When in the **work place**, students will be expected to **behave** and carry out tasks as any other **employee** of the organisation.
- The responsibility for **traveling** to and from the placement rests with the student. (Please note that the College cannot pay travel expenses).
- Students will receive a **report** on their achievements from the employer.
- Students will be **de-briefed** following their placement. **Work Experience Certificates** will be awarded to students who have successfully completed all aspects of the programme.



How can YOU help?

- **Help** the student understand the goodwill of employers offering the placement opportunities.
- **Advise** the school of any health matters which may affect the student's work placement.
- **Discuss** with the student the implications of the job they choose, including the practicalities of getting there.
- **Be aware** of any deadlines and **ensure** the student meets them.
- **Sign and return** paperwork promptly. All paperwork should be returned directly to Mel Walker in Student Services.
- **Encourage** the student to participate fully in all aspects of preparation for work experience, including the pre-placement interview (if required).
- **Ensure** the student attends the placement regularly and punctually. Please avoid making appointments etc that may impact on the student's attendance.
- **Ensure** that both the school and employer are notified if the student is unable to attend.
- **Inform** the school of any difficulties experienced during the placement.
- **Discuss** the placement with the student and encourage them to complete their logbook.
- **Encourage** the student to have a **positive approach** to the placement, even if it isn't quite what they expected.