

Dear Parent/Guardian,

September 2018

Y12 Work Experience 8th – 12th July 2019

The Government has introduced a compulsory scheme within P16 Education that all students must undertake a Work Experience Programme. Work Experience is now a key component of all 16-19 study programmes and all students are expected to undertake work related training as part of their programme of study. The scheme enables students to spend a week in a situation where they gain a first-hand experience of the 'world of work' learning many crucial skills.

We will launch this scheme to the Year 12 students officially on September 11th during a Year 12 induction morning, all students are informed of their expectations and provided with a timeline that should be met in order to secure their chosen placement.

High Quality Work Experience:

The common principles of a high quality work experience placement are that it;

- is **purposeful, substantial**, offers challenge and is relevant to the student's study programme and career aspirations;
- has a structured plan for the duration of the placement which provides tangible outcomes for the student and employer;
- must provide a genuine learning experience suited to the needs of the student;
- focuses on the skill required for that occupational sector;
- has clear roles, responsibilities and expectations for the student and the employer.

Please support and encourage your son/daughter in this but let them go through the process themselves. If you have any concerns, please do not hesitate to contact me.

When selecting a placement, it is important to bear in mind travel and accommodation.

A letter of application is often requested by employers but initial contact should be more direct if possible. A phone call, email or personal approach is more likely to elicit a quick response and can then be followed up in writing. This method will save students wasting a lot of time hoping for a reply that may not come. If students are having difficulty in finding a placement or if they wish to receive advice or help with applying they must speak to their form tutor.

The time of year that is set aside for Work Experience is similar to many other institutions so securing an exciting and rewarding placement can sometimes be challenging. It is therefore vital that students act early in order to secure a placement of their liking.



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Health and Safety - Experience can be arranged in most areas of work. However, there are some activities that are unsuitable and therefore must be avoided by young people. In cases of doubt the school can advise.

Insurance – Students may only undertake work experience with employers who have the appropriate insurance cover (Public Liability Insurance & Employers' Liability Insurance). Employers are also asked to confirm that they comply with current health and safety legislation.

It is often the case that self-employed, sole traders do not have the relevant insurance, simply because they do not employ anyone. This should not deter students from asking and it is sometimes possible for employers to arrange temporary cover, but you should be prepared for the possibility that such a business might not meet the legal requirements for work experience.

All placements are checked on our behalf by Education Business Partnership (EBP) South West.

Placements outside of Devon and the South West will be checked by the appropriate Local EBP, organised by the College. Unfortunately, these placement checks often incur a charge of anything up to £80 which we must pass on to parents/guardians.

Work experience is a fantastic opportunity for the students and will be a significant learning experience. Students will be encouraged to reflect on their time "at work" in the immediate aftermath and will complete follow up work with their tutors.

Students have been made aware of the deadlines for the completed paperwork to be returned to Curriculum Support. Students understand that there are consequences for failing to meet the deadlines and should keep us informed of any difficulties they may be having so that help can be offered in good time and in advance of the deadlines shown below.

If your son/daughter needs ideas or employer contact details, the Curriculum Support Office has a list of employers who have taken students for placements in the past. Please speak to Mrs Thompson/Mrs Stevens in curriculum support or Mrs Little in P16 for further help and information.

Yours faithfully



Mr K Harris
Assistant Leader P16



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Okehampton College
Year 12 Work Experience
8th – 12th July 2019

THE DEADLINE FOR ORGANISING YOUR WORK EXPERIENCE PLACEMENT IS
Friday January 11th 2019

VERY IMPORTANT INFORMATION

THE EMPLOYER MUST HAVE **PUBLIC LIABILITY AND EMPLOYER LIABILITY** INSURANCE TO TAKE A WORK EXPERIENCE STUDENT. IF THE EMPLOYER DOES NOT HAVE THESE INSURANCES IN PLACE YOU WILL NOT BE ABLE TO TAKE THE PLACEMENT

PLEASE ENSURE YOU ASK THIS QUESTION WHEN YOU FIRST MAKE CONTACT WITH THE EMPLOYER.

REMEMBER THAT IF YOU FIND A PLACEMENT OUT OF AREA THERE WILL BE A CHARGE MADE FOR CHECKING THE PLACEMENT WHICH IS TO BE PAID BY PARENTS/GUARDIANS

YOU CANNOT TAKE UP AN OVERSEAS PLACEMENT.

If you need ideas or employer contact details, in the Curriculum Support Office there are lists of employers who have taken students for placements in the past.

Speak to Mrs Thompson, Mrs Stevens and Mrs Little for further help and info.

Timeline for organising your placement

September 11th 2018 – Induction morning to outline expectations and timeline. Students expected to begin researching possible placements.

October half term 2018 – By now students should have made contact with potential employers to discuss the possibility of securing a placement.

November 2018 – By now you should have discussed your potential placement with your Tutor and obtained written confirmation that the business will accept you and have the necessary insurances in place

January 11th 2019 – Deadline for Work Experience placements to be finalised, all relevant paperwork should have been completed and handed in to the curriculum support office.

8th – 12th July 2019 – Work Experience Week



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