

Monday 30th September 2024

Dear Parent/Carer,

Year 10 Work Experience – Monday 7th July to Friday 11th July 2025

We are delighted to announce that we are launching year 10 work experience for our new academic year. Work Experience is an important part of the Year 10 Curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers.

All Year 10 students will be expected to take part in our Work Experience Programme from **Monday 7th to Friday 11th July 2025**. In order for students to gain the valuable job-hunting skills which are so important in today's job market, we ask that all students take responsibility for planning and finding their own placements. We strongly advise students to contact prospective employers as soon as possible, as other schools may be participating in work experience during this period.

Finding Placements

We would ask that parents/carers and students discuss possible placements and the type of experience the student hopes to have. Where parents/carers and students may have their own contacts for such placements, it would be helpful for students and parents to make an initial contact and to keep us informed of any progress made.

Most employers will have taken students from a number of schools for many years and have well established practices.

Support

Available throughout the year, our careers team and form tutors will be monitoring how well students are progressing with finding themselves a placement and will be the first point of contact for any queries about work experience. If your child is unsure about how to approach an employer, please direct them to the '**making a telephone call advice and guidance**' sheet. We will also shortly publish a database of potential work experience placements who have hosted our students previously.

Employers Guide/Self-Placement Form

All of the forms for work experience are held on the Unifrog website. Unifrog is a careers based social enterprise which runs a website giving students the opportunity to explore their ambitions and interests. It also has a dedicated work experience placement area that enables

students, work experience providers, parents and the academy to input all of the necessary information for the placement. Students will be trained in using Unifrog so they are prepared for their work experience placement.

Once a placement has been found, please send the '**Employers Guide to Work Experience**' to the employer and enter their details onto the Unifrog website. From there, the employer will be contacted by the website to complete their information including important health and safety, risk assessment and safeguarding information.

Deadline

In order for there to be sufficient time to ensure all students have the support necessary to secure a placement and complete the required paperwork, the deadline for the entry of employer details on unifrog is **Friday 4th April 2025**.

Once again, we strongly advise students to find their placements and complete all relevant paperwork as early as possible because work experience placements may be competitive with their desired employer.

Further Information

You will also find a '**Parents/Carers Guide to Work Experience**' enclosed with further details. Thank you for your support and we wish your child happy job hunting.

Yours sincerely,



Dave Guy

Assistant Principal & Careers Lead

Making Telephone Calls to Employers for Work Experience Year 10

When you make a phone call to an employer, it is important to firstly write down how you will introduce yourself. You don't want to forget your words or say something wrong! Think carefully about what you are going to say before making your phone call.

Please find below, some suggested statements that you could use.

When you first get through:

"Hello, my name is..... I am a Year 10 student at Flegg High Ormiston Academy and I am really interested in working in [Name of particular sector of company].

I am looking to undertake a work experience placement from **Monday 7th to Friday 11th July 2025** and I was wondering if you offered work experience placements?"

If they say no they do not offer work experience then be polite "thank you for your time"

If the company might be able to offer work experience...

They may put you through to their HR Department, a Work Experience Co-ordinator, Manager or a Supervisor.

You may need to introduce yourself again to the new person. An employer will usually ask you what type of work placement you are interested in. If you are calling a school or nursery then it's clearly education or working with young children. However, some larger companies may have several different areas so it is important to make sure you know which area you want to work in beforehand — it's good to have a look at what the company does by checking their website.

Completing the paperwork...

An employer will usually ask you to send a letter or email to them confirming the dates and any paper work that needs to be completed for your school. They may also ask you to complete an application form, unless they are happy with jsut using the Unifrog form.

In order for the academy to process your work experience placement and allow you to go, you will need to explain "My school has asked for us to complete our work experience information on the Unifrog website. Would you be happy for me to put your details onto the website so you can complete the employers information?"

Before you finish the call, you will need to ask for a name, phone number and email address to upload onto Unifrog.

Thank them for their time when ending the call or say "That's great, thank you for all your help, I'm looking forward to working with you in July.

Flegg High Ormiston Academy Employers' Guide to Offering Work Experience Placements

Year 10 Students Monday 7th – Friday 11th July 2025

The Health and Safety Executive provides clear guidance for employers about students on work experience which you can download a free PDF –

www.hse.gov.uk/pubns/indg364.htm

1. What is work experience?

Work experience is primarily an educational activity, which enables students to make the transition from school to employment. By providing them with the opportunity to become familiar with a genuine working situation they gain an insight into the world of work and experience its disciplines and relationships.

2. How work experience benefits employers?

Access to talent - by offering a work experience opportunity you can see first-hand what local young people have to offer. They have enthusiasm and potential and need a chance to be able to show what they can do and what they are capable of. Developing a local recruitment channel through links with education could be an invaluable talent pipeline for your business.

Employability skills - take the lead and help young people to develop the skills really valued by employers that will help them to succeed in the world of work. Skills like accountability, creativity, exercising good judgement, self-awareness and taking responsibility. As well supporting them to understand how to conduct themselves in the workplace and develop a strong work ethic.

Raising business profile - how much would businesses pay to raise their profile among local people?

By offering a work experience opportunity that a young person would truly value, you can help to raise the profile of your business with the local community and among the students, their families and friends.

Staff development - many employers are surprised by the positive effect work experience has on the staff directly involved in the project. For those acting as a mentor or a role model we often hear how it's boosted morale and raised confidence. For staff who have no management experience, hosting work placement opportunities offers a first taste of supervisory experience. And for everyone involved it's an opportunity to reflect on job roles and the contribution these make to business success.

3. How do students benefit from work experience?

Following a period of work experience it is hoped that students may approach their own entry to employment with more confidence and understanding. Students develop realistic, positive and challenging aspirations. They quickly learn the relevance and significance in the workplace of subject content and skills being taught at school. Additionally, they grow in awareness of economic and industrial society; experience the skills of working with adults and appreciate the importance of teamwork, individuality and appropriate workplace behaviour.

4. When can students participate in work experience?

All of our Year 10 students will have one week out the academic year, to spend with an employer – for the 2024, this will be from **Monday 7th July to Friday 11th July 2025**.

What type of work can students do?

Students clearly cannot perform tasks that require months or years of training. However, it is important that they are involved in real tasks accompanied by real responsibility, with practical activities. In all cases the emphasis should be on participation rather than observation. In general, students are able to undertake any work that they would be able to had they left school. If there is any doubt about the suitability of an occupation, reference should be made to either the school or the Health and Safety Executive www.hse.gov.uk or RoSPA www.rospa.com where information can be found. However, you must take into consideration the student's physical and psychological capacity and of any particular needs, for example due to any health conditions, special educational needs and disabilities.

5. How much are students paid whilst on work experience?

Students must **NOT** be paid whilst on Work Experience, as it is an educational experience and payment may invalidate insurance arrangements. However, employers may wish to contribute to expenses; e.g. fares and meals.

6. What hours can a student work whilst on work experience?

Students can work the same hours as other young employees for the duration of their placement. The student's hours should not exceed 40 in any one-week, with 2 days free. Weekend working is permitted but only with the student's / parents / carers agreement, and should not include a Saturday and Sunday in the same week. The hours should comply with the Working Time Regulations www.direct.gov.uk for more information

7. Are there particular health & safety considerations?

In the workplace, the primary duty relating to the **Health & Safety at Work Act (1974)** rests with the employer. The Health & Safety (Training for Employment) Regulations 1990 extended the meaning of the term 'employee' to include students on Work Experience. Therefore, it is the duty of students to take reasonable care for their Health & Safety and anyone else who may be affected by their actions or omissions. In addition, the **Health & Safety (Young Persons) Regulations 1999** require the employer to undertake a risk assessment before Students start the placement. The employer should take account of the students' inexperience and lack of awareness of the hazards associated with the workplace and ensures that measures are in place and implemented to safeguard them. Whilst on placement, it is essential that there should be an **Induction** to the workplace. This should include an explanation of the safety precautions observed in the particular industry, including procedures relating to accidents, first aid, fire and emergencies, and the reasons for them. The students will be under the supervision and care of individual employees, who will need to know the purpose of Work Experience and to be aware of their responsibilities towards the students.

8. What insurance cover is required?

There is a legal requirement for employers to have **Employer Liability Insurance** which must cover students on Work Experience, though there are some exemptions to this. Information can be found on www.hse.gov.uk. Please note that without employers' liability (where it's required by law) we cannot authorise the placement, public liability is not sufficient.

Finally... If you have any queries please contact: Mr Dave Guy – Assistant Principal, Flegg High Ormiston Academy, Somerton Road, Martham, NR29 4QD Phone: 01493740349

Email: dguy@fleggoa.co.uk