



King Edward VI Camp Hill School for Girls

A Guide to Year 12 Work Experience for Students/Parents/Carers

KEY DATES

Work Experience takes place for up to 5 days, to be completed between Monday 24th June and Friday 28th June, unless alternative arrangements have been agreed with Dr Rose. Students can also, with parental permission, organise Work Experience during the school holidays.

Information in relation to Work Experience (irrespective of the dates completed) needs to be submitted via the Placements Tool on Unifrog as soon as a placement is found and no later than **Tuesday 7th May 2024** for the June placements, to allow time for the company to provide the school with the relevant documentation and to allow for parents to check that the information provided by the student is correct, before the placement is approved by the school.

INTRODUCTION

We believe that work experience is a vital introduction to the world of work and has many benefits for students. Whilst work experience can act as a future-career taster, any experience that leads to improved employability skills for a student is extremely worthwhile.

Many of our students will have completed some previous Work Experience, either during Years 10 & 11, or earlier in Year 12. If additional help or guidance is needed they should seek advice from their Tutor during Tutor Time; and can also meet with Mrs Fawkes, Dr Rose, the Head of Year or Head of Sixth Form for support. Mrs Akhtar supports with the management of the placements using Unifrog.

The purpose of this booklet is to provide students/parents/carers with the information that required to support the process. If you require assistance with any aspect of work experience, please call the school (0121 444 2150) and ask to speak to Mrs Akhtar in the first instance. Additional support can be obtained from Ms Ridley, Mr Revitt and/or Dr Rose.

WHAT NEXT?

STEP 1: The students should be thinking about what they would like to do, achieve and what companies may allow them to do this as well as researching companies, writing their CVs and application letters.

The school supports this process through

- PSHE lessons.
- Career assemblies.
- Subject teachers have insights into careers around their subject areas.
- Sending out information about any Work Experience Placements we are notified of as they become available.
- We are also building up a data base of contacts that have agreed to hosting future placements

Parents/carers can help by

- Talking to your child and helping them to think about what they would like/would not like in a placement. Good questions include:
 - What are their interests, and what careers link to those interests?
 - Would they prefer to stay local, or go further afield?
 - Would they like to test out a potential career, or do they want a placement that might lead to a part-time job?

- Talking to your friends and family for inspiration and potential leads.

Are there any limits on where students can go/what they can do?

The main requirements to be aware of include, but are not limited to, the following:

1. All placements must have Employer's Liability and Public Liability Insurance as well as formal Health and Safety Policies – information relating to these and the policy documents themselves must be submitted by the employer to Unifrog.
2. Students must stay on dry land (no boats on open water, no helicopters or planes in the air, no more than 2m above the ground (for example if working with a tree surgeon).
3. Students must not be paid.
4. Students need to stay within the UK.

Sources of inspiration for Work Experience Placements

- 1) Encourage your child to complete an online quiz to learn more about different careers and what they might suit. Various online tools can suggest careers based on students' preferences. See the Careers Pages on the school website for links. These can help stimulate conversation about different potential careers.
- 2) The students should also research various careers and the companies on Unifrog – they may find the apprenticeships section useful for local employers; <https://icould.com/> and <https://sacu-student.com/> are also other useful websites.
- 3) This Unifrog resource explains how students can use the Apprenticeships tool to find companies that may be able to offer them Work Experience - <https://www.unifrog.org/teacher/resources/sort/work-experience-researching-possible-placements>
- 4) The success at school website has some useful tips - <https://successatschool.org/advice/95>
- 5) Search a local business directory - try <https://www.thebestof.co.uk/regional/west-midlands/business-guide/az/> or <https://www.uksmallbusinessdirectory.co.uk/county/birmingham/>
- 6) Your own network of friends/family. Whilst working directly with a family member or close friend is not the best option for the students (as this will not put them sufficiently outside their comfort zone), your own network is often a great source of suitable placements. Therefore, please encourage your child to talk to your friends and family about what they are looking for, as you never know who may be able to help.

STEP 2: APPLY

Students should apply for Work Experience placements **as soon as possible**.

Students should always check an organisation's website first, in case there is information on there as to how to apply for work experience at that organisation. If there is no information online, we advise students to phone to get the correct details for the individual responsible for managing work experience placements and ask to arrange a time to talk or for an email address to send an application by email (as the organisation prefers). In our experience, organisations prefer to be contacted by the student, rather than a parent/carer.

You can also help with the process by

- Providing a quiet space for the student to make important phone calls.
- Helping them to record who they have spoken to, what the result of the call was, and whether they need to phone back or chase anything up.
- Sometimes students will receive many rejections and will need help with their resilience and motivation. TOP TIP: Encourage your child to try to secure a placement as early as possible. This will take the pressure off them for the rest of the year, and give them the greatest chance of securing a placement that they really want to do.

STEP 3: CONFIRM

A placement is not confirmed until the student receives notification via Unifrog that the School has agreed the placement. This will not take place until the first 3 stages of the process (Student Initial Form, Employer Initial Form, Parent/guardian agreement) are complete.

In order to complete the **Student Initial Form** on Unifrog, please make sure that you have the following information.

PLACEMENT DETAILS – This information will be needed by Unifrog.	
Is the placement in-person or virtual	
Placement Co-ordinator	Mrs Akhtar
Name of Placement Business/Organisation:	
Dates	Placement start date: Placement end date:
What is the time commitment of the placement?	Full time? (Give hours each day) Part time? (Give hours each day)
Employer Placement Lead: name (This person will be asked to complete the employers section of the process)	If this is being arranged through a third party – please write their name here e.g Springpod and forward your registration details to Mrs Akhtar; otherwise please give your main employer contact’s name
Employer Placement Lead: email (Unifrog will ask for this twice – you must make sure it is correct)	If you are using a third party (see above) – please use Mrs Akhtar’s email address (a.akhtar@kechg.org.uk); otherwise it should be email address of your placement lead.
ANSWERS TO THE REMAINING QUESTIONS ARE ONLY NEEDED FOR FACE-TO-FACE PLACEMENTS	
Placement Country	
Placement Address:	
Placement Postcode:	
<p>The Unifrog Form will also ask the student to complete the following questions; so make sure you have the answers to hand.</p> <ul style="list-style-type: none"> • Is this the workplace where you will be based throughout the placement? • Will you live at home as normal during the placement? • How will you travel to and from the placement? • Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement? (No details are needed at this point) <p>You will also need to provide</p> <ul style="list-style-type: none"> • The name of a parent/guardian who will be your emergency point of contact while you are on your placement and their email address (so that they can be contacted to approve your placement) <p>Once you have completed this information; read the rest of the form (shown below)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Do you agree to:</p> <ul style="list-style-type: none"> - Unifrog sending your details to the employer email address you've provided; - Abiding by any confidentiality policies held by the employer; - Observing all safety, security and other policies laid down by the employer; - Informing the employer and school as soon as possible of any absences? <p>* Agree <input type="checkbox"/> Yes, I agree to all four points above.</p> <hr/> <p>Finished? <input type="checkbox"/> mark as finished and notify employer to fill in their initial form?</p> <p style="text-align: center;">Add placement or cancel changes</p> </div> <div style="width: 45%;"> <p>Then click on the 2 boxes (agree and finished) – then Add placement! Your details will then be sent to the email address you provided for the employer.</p> <p>Once this basic information is submitted to Unifrog you will get an email confirmation, and the employer will be asked to complete their form; once this is done your parents will be emailed to complete their section.</p> </div> </div>	

If any of the information changes – after your initial submission – please see Dr Rose for advice.

Once you have completed this on Unifrog, it will email your contact for them to complete their form – please ensure that your contact looks out for this email; sometimes it goes into their spam folders.

Employer Initial Form – This will need to be completed by the employer – however, if they have used Unifrog before most of it should be completed for them.

- Employer placement lead name, job title, email address, phone number
- Confirm:
 - Start date and end dates
 - Time commitment
 - Address
 - Whether this is where the student will be based throughout the placement
- Organisation's sector and number of employees
- What languages do students need to be able to speak?
- Have you hosted a placement before?
- Overview of the placement
- Will the student ever be with an adult without another adult being present?
- Does the student need a criminal records (eg DBS) check?
- Does the placement and its environment carry any specific health risks additional to a low risk workplace?
- Dress code
- Is PPE or other special safety equipment required?
- Working hours
- Eating and refreshment arrangements
- Confirm that your Employers' Liability Insurance policy covers work placements, or that your organisation is exempt from needing ELI (and explain it is exempt)
- Provide the name of the insurance provider, policy number, expiry date and submit a copy of the policy
- Confirm that your organisation has a written, up to date and appropriate Risk Assessment and submit a copy of the policy
- Confirm that your organisation will follow Covid safety guidance
- Confirm that your organisation has a written, up to date and appropriate Health & Safety policy and submit a copy of the policy
- Confirm that your organisation will abide by data protection and privacy law
- Confirm that you will follow the safeguarding policy

Parent/guardian Agreement – Once the employer has completed their section, the system will email your parents for this information.

- Name, email address and phone number
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student

Agreement for the student to take part in the placement

Once all of the above steps are complete, the system will email Mrs Akhtar for the school approval of the placement.

All of these steps should be completed by **Tuesday 7th May**; if for any reason we are unable to agree to the placement we will ensure that you are notified of this discuss alternatives with you.

STEP 4: DO!

The students will be issued with a Work Experience Journal. This will be shared via Unifrog and should be completed and saved in the Unifrog Locker. This includes 3 sections:

- **Before the placement** - preparation is key! Make sure you know the key information and are aware of who you need to report Health and Safety issues to
- **During the placement** - complete your journal

- **After the placement** - reflect on your experience and log the skills you've gained

During the placement the school may contact the placements to ensure that students are attending.

In the run up to the placement, parents/carers can help by

- Talking to your child about the reality of work and the need to ask their placement exactly what they will be doing. Sometimes students come back from work experience disappointed that they couldn't do more. Students need to have realistic expectations about the work they will do.
- Ensuring that your child can physically get to the placement, and is confident about correct bus stops, where they will get their lunch etc.
- During the placement, please notify us immediately if the student is going to be absent or is having any difficulties that require our help.
- Please support your child in completing their work experience record book and talking about their experiences, whilst recognising that they may be tired in the evenings!
- After the placement, please contact us if you have any issues that you would like to discuss.

After the placement the employer will complete the

- **Employer review form**
 - Employer placement lead name
 - Did the placement happen?
 - Punctuality and reliability rating
 - Overall attitude rating
 - Communication rating
 - Problem solving rating
 - Teamwork rating
 - Independence rating
 - Strongest competency, and example
 - What you think the student should work on
 - Would you be happy to host another placement student?

The student will complete the

- **Student reflection**
 - One thing you learnt through doing the placement
 - What you did during the placement of which you're most proud
 - How doing the placement impacted on your plans for the future
 - How likely is it that you would recommend this placement to a friend?