



Blue Coat Church of England Academy

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NOTES FOR PARENTS/CARERS

Why Work Experience?

Work experience forms an integral part of the 16-19 Study Programme. The aim of our scheme is to provide your child with meaningful work experience as part of his/her study programme and the opportunity to experience the world of work. Work experience will give your child a chance to participate actively in a real working environment. By giving them an insight into the world of work it aims to help them to adjust to adult working life. In many cases it guides them towards appropriate career choices. Our scheme provides the opportunity for students to develop skills in a supervised environment.

Who can take part?

Students are allowed to participate in work experience during the second half of the Summer term, during year 12 and students may also have a chance to have another placement in year 13.

What hours of work?

The hours of work will be no more than the normal hours worked by young employees (aged 16 -18) of the company or organisation concerned. Any other legal restrictions which apply to young workers (aged 16 -18) also apply to students of 16 - 19 undertaking work experience. The maximum hours of work are no more than 40 hours per week, which is controlled by the Working Time Regulations 1998 and students should not be asked to work more than 5 consecutive days in 7.

How long does it last?

If it is to have real value, work experience needs to last, in total, for at least five working days. In some cases additional work experience may be arranged for a few students for an extended period over several weeks.

What type of work?

The types of work experience available depend on which employers offer opportunities and which kinds of work they consider suitable. Almost any type of approved work experience can be of educational value. It need not be in a kind of employment which the student hopes to enter on leaving Academy.

Who makes the arrangements?

The practice of students finding their own placement is very much encouraged and the vast majority of work experience is set up this way. Employers value the effort made by young people in setting up their own placements and the experience for both parties is invariably a better one. It is the Principal of your child's Academy who is ultimately responsible for the work experience scheme but Miss Vernon, will undertake the organisation. All employers are contacted by the Academy prior to placement and most students are contacted/visited whilst on Work Experience. Your son/daughter may be required to attend an interview before they start their work experience. As well as learning about the workplace and what is required of them, this is an opportunity for them to be told about the risks involved in the work and how these are controlled or reduced. The Academy will prepare your son/daughter for this interview. If your son/daughter has any significant medical, or other special needs that may affect his/her work experience you must discuss these with the employer and



Academy, before the placement begins. The Academy cannot be held responsible for any undisclosed medical condition or the liabilities which may arise from such a condition.

What about Insurance?

All employers involved in the Academy work experience scheme are advised to inform their insurance provider of any students undertaking work experience with the firm. The students are covered by the normal Employer Liability Insurance scheme and are deemed, for the purposes of the placement, to be employees of that firm.

Any employer who does not have Employer Liability Insurance cannot be used as a work experience provider. The work experience cannot be condoned and the placement must not proceed.

Health & Safety Visits?

In order to safeguard the employer and student(s) all Health and Safety checks are conducted by Walsall EBP.

What about pay?

Work experience is not employment in the usual sense but part of the student's education. They must not be paid by the employer, nor is the employer allowed to pay the Academy.

What else do parents need to know?

No student is allowed to take part in a work experience scheme without the written consent of a parent or carer. If the student is of compulsory school age, the parent or carer will be required to sign the official Student's and Parent/Carer Agreement. The Management of Health and Safety at Work Regulations 1999 requires that employers assess risks to young people under 18 years old before they start work (or work experience). Before the placement can proceed it is the responsibility of the employer to undertake relevant risk assessments and to communicate their findings to the Academy.

Parents are asked to let the Academy and the employer know as early as possible in the morning if their son or daughter cannot attend that day for work experience. The employer agrees to inform the Academy of any serious misbehaviour of students during work experience and to send the student(s) concerned straight back to Academy, if possible. He/she will also notify the Academy immediately of any accident involving a student or of any case of illness.