

THE TIFFIN GIRLS' SCHOOL



WORK EXPERIENCE SCHEME NOTES FOR PARENTS/CARERS

WHY WORK EXPERIENCE?

The aim of our scheme is to provide your child with the opportunity to experience the world of work. In contrast to a visit to a company, which allows students only to watch other people, work experience gives young people a chance to participate actively in a real working environment. By giving them an insight into the world of work it helps them to adjust to adult working life and in many cases it guides them towards appropriate career choices.

WORK EXPERIENCE AND THE LAW

For the purpose of work experience only, the Education Acts of 1996 to 2002 suspend the laws and local bye-laws which restrict or prohibit the employment of students of compulsory school age.

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 14-16 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.

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 school.

WHAT TYPE OF WORK?

The types of work experience available depend on which employers offer opportunities and what kinds of work they consider suitable. Almost any type of approved work experience can be of educational value. It need not be in the field of employment the student hopes to enter on leaving school. However, it must be pointed out that the actual tasks she can undertake must be fairly straightforward; and there are some types of careers which cannot be satisfactorily "sampled".

WHO MAKES THE ARRANGEMENTS?

The practice of students finding their own placements 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.

Mrs Broadbent, the Work Experience Coordinator, oversees Year 11 work experience and will be in regular email contact with girls throughout the process. If your child requires assistance in finding a placement, they may email Mrs Broadbent or visit her in the Main School Office.

DATES AND DURATION OF PLACEMENT

If it is to have real value, work experience needs to last, in total, for at least five working days. (It is normally expected to be longer and usually lasts for a block of 10 days at Key Stage 4.)

Your child's work experience should take place within the school's allocated fortnight if possible. Please note that placements during the school summer holiday will not be recorded by the school and employer checks will not be carried out.

RISK ASSESSMENT AND INSURANCE

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). The school contacts employers well in advance to collect this information.

Students are covered by the organisation's normal Employer Liability Insurance and are deemed, for the purposes of the placement, to be employees of that firm. All employers who take part in the Tiffin Girls' Work Experience Scheme are advised to inform their insurance provider of any students undertaking work experience with the firm.

Please note that any employer who does not have Employer Liability Insurance cannot be used as a work experience provider. Exceptions are some Government bodies, eg law courts, which are exempt.

If your child has any significant medical or other special needs that may affect their work experience, you must discuss these with the employer and the school before the placement begins as problems arising from undisclosed conditions may invalidate insurance.

PARENTAL CONSENT

All students of compulsory school age who take part in a work experience scheme must have the written consent of a parent. The school's Work Experience Agreement must, therefore, be completed and submitted to Mrs Broadbent before a placement can be confirmed.

USEFUL LINKS

The following links provide more information on Work Experience.

<http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

<http://www.legislation.gov.uk/ukxi/1999/3242/regulation/19/made>

<https://www.britsafe.org/speakupstaysafe/youngpeople>

CAN YOU HELP?

The school is always on the lookout for new placements for Year 11 students. Does your place of work offer work experience? If you think you or your company may be able to offer a placement to a Tiffin student next summer, we would love to hear from you. Please contact Mrs Broadbent, the Work Experience Coordinator, at workexperience@tiffingirls.org