



STUDENT SUPPORT BOOKLET

2024

Name:

PIN:

WHAT IS WORK EXPERIENCE?

Work Experience is intended to give young people an opportunity to experience a professional working environment in a specific field or occupation. Placements are for one week, Monday to Friday and are unpaid. Travel and other expenses such as lunch and refreshments are not covered and so you will need to arrange your own transport and provide lunch or funds to cover the cost. During the placement you will complete a diary in a log book detailing your daily tasks and achievements. At the end of the week, your employer will also provide written feedback. Work experience can often lead to part time job opportunities and contacts for future employment.

WHEN IS WORK EXPERIENCE?

Work Experience takes place in Year 10 and this year is from Monday 8th – Friday 12th July.

WHY DO WORK EXPERIENCE?

Work Experience is an important part of any young person's education. It has many benefits including:

- * Gaining an insight into the real world of work
- * Learning transferable skills for future employment
- * Raising aspirations
- * Clarifying career goals for the future
- * Learning about Health & Safety in the work place

HOW DOES THE PROCESS WORK?

* You will take responsibility for organising your own placement with additional support from parents, carers, form tutors, this booklet and VERYAN, a database of employers previously used for Work Experience in Cornwall.

* VERYAN can be accessed online at <http://cornwall.learnaboutwork.net/>

You will need to choose St Ives School and then login as a student. You will then enter your name as it appears on the school register (no abbreviations or preferred names) and your personal PIN number, which you can access from your form tutor.

You can access VERYAN from any device with internet access. In school, your tutor will allocate some time to access VERYAN during tutor time.

* When you have confirmed your placement, you will need to make at least one visit to your employer. Some employers will expect you to attend an interview; this will be in addition to a formal school interview which takes place in the Spring Term. During your visit, you will need to have your Approval & Consent form signed and completed by the supervisor. All visits to your employer must be made in your own time and not during school hours.

* Approval and Consent forms must be fully completed and returned to Mrs Clemson at your earliest opportunity but at the latest **Monday 18th March 2024**. Please note that all employers are subject to a placement suitability visit (PSV). This is to ensure the placement has appropriate welfare and health and safety measures in place for all young people. Due to the high demand for these checks during a relatively short time frame, it is advisable that once you have secured a placement, you return the completed Approval and Consent form to Mrs Clemson to ensure the placement clears the PSV.

* You will produce a Curriculum Vitae (C.V.) and letter of application during your tutor time. These are required for a formal interview, which forms part of the Work Experience programme.

* Work Experience interviews are important to ensure you have ample knowledge and understating of what to expect in a real, formal interview. You will learn how to conduct yourself and the type of questions you might expect when you attend a job or college interview. The interviews take place on **Thursday 23rd May**. Individual appointment times will be allocated nearer the time and will be between 3:30pm and 5:30pm. Preparation for your interview will be through assemblies and during tutor time. All students will receive constructive written feedback from their interviewers.

* Before your placement starts, you will learn about Health & Safety in the workplace (HASAW). It is important that you attend this training, as students are unable to participate in Work Experience without this knowledge. At the end of the training, you will be presented with a certificate to add to your portfolio when applying for future jobs or college. You will take part in your HASAW training on **Tuesday 4th June**.

* During your placement, you will receive a log book to complete. The booklet includes a diary, key skills work and a section for employers to write an end of week report. Your log book must be fully completed and handed to Mrs Clemson when you return to school.

* Teacher Visits and Safeguarding: During your placement a teacher will visit you to make sure you are happy and enjoying your placement. It is really important that if at any time you feel unsafe, uncomfortable, are receiving unwanted comments or advances that you contact your parents or carers and Mrs Clemson immediately.

* Prior to the start of your placement Mrs Clemson will discuss safeguarding in more detail. This will include, what might make you feel unsafe or uncomfortable and what might be an unwanted comment or advancement.

IMPORTANT THINGS TO REMEMBER

- * **Placement:** Organise your placement as a priority. Use family, friends and the VERYAN database for support.
- * **Support:** Parents and carers input is invaluable, especially in discussing the type of placement that would be suitable for you. One to one support to find placements is available with your tutor or Mrs Clemson, please ask if you feel this will help.
- * **Approval & Consent form:** This form is a legal document and must be fully completed by all parties in order for the placement to go ahead. The final deadline to hand in your form is **Monday 18th March**.
- * **HASAW:** Health & Safety at work training will keep you and those around you safe in the workplace. It is a legal requirement for you to attend this briefing for Work Experience. The briefing will take place on **Tuesday 4th June**.
- * **Attendance:** It is important that you attend your placement every day and arrive on time. If you are unable to attend due to illness or any other reason, please call the employer in the first instance to let them know not to expect you and then contact school.
- * **Expectations:** You must dress and behave appropriately during your work placement and in a manner that upholds the high expectations of parents/carers, the school and the employer.
- * **Participation:** If you do not engage in the Work Experience programme or if you are removed from your placement, you will be expected to attend school in full school uniform for the week, where you will be provided with coursework to complete under the supervision of a member of staff.

KEY DATES TO REMEMBER

- * Work Experience Week: **8th – 12th July**
- * CV and Letter of Application completed during tutor time During Spring/Summer term
- * Placement secured by **Monday 18th March**
- * Approval and Consent form completed by **Monday 18th March**
- * Interview Evening: **Thursday 23rd May**
- * HASAW: **Tuesday 4th June**

FINALLY...

Work Experience is an amazing experience and is very different to many things you may have faced before. It is quite normal to be nervous. Do not worry! If you need any help, ask your form tutor or Mrs Clemson who will be happy to support you.