



The Peele Community College

Accept Challenge, Achieve Success

Work Experience Programme 2017



This booklet gives useful information, advice and guidance to parents/carers and students to help ensure a successful work experience placement. It should answer any questions you may have about work experience and what it involves.

Please read the booklet carefully with your child and if you require any further information please contact me. My details are on the back page of the brochure.



Work Experience – The Benefits and Placement Selection



We see work experience as an essential part of preparation for adult life. It is expected that your child will go on a work placement as part of their Citizenship curriculum in college. Work experience gives your child the opportunity to gain an understanding of the world of work and working life. Work Experience puts your child in a completely new and different situation and gives them the chance to see what the world of work is really like. Insight gained will include:

- Working with adults
- Longer hours
- Shorter breaks
- Journeys to and from work

We hope your child can arrange their own placement that matches a potential career interest; but this isn't the main aim of our programme. The work experience programme gives your child the chance to improve important skills such as:

- Communication
- Time management
- Numeracy/Literacy/ICT

It will also help to improve your child's organisational skills and self-confidence and shows future employers and providers that they are mature, reliable and hard-working.

Placement Selection

1. All students are encouraged to find their own work experience placement.
2. Once a placement has been found the students must supply the work experience coordinator with the placement details immediately.
3. Students are allowed to work with a family member.
4. Students are not restricted to working locally. If they have a relative living in a different part of the country who can accommodate them during their placement, it is possible to work out of the area as long as we are given sufficient notice.

Health, Safety and Welfare

All employers participating in the programme undergo 'Health & Safety' checks to ensure their suitability to offer a placement. These checks are carried out by an outside organisation before the student's placement begins. The checks ensure that employers have the appropriate level of 'Employer Liability Insurance' in case of an accident during the placement. **However please note that this insurance does not cover your child on their journey to and from the placement.*

It is essential that the college has your latest contact details in case of illness or accident.

If your details, especially mobile phone numbers have changed recently please contact the college in writing, with the new details.

Work Placement Details

At the start of the programme your child will be issued with a form for them to fill in once they have secured a placement. It is important that this is started early as providers are hard to find in this area and many offer a 'first come, first served' system. Please return the completed form to the work experience department promptly to allow time to put the necessary procedures in place. Shortly before the start date of the programme the student will receive details including:

- Employer's full address and contact details
- Hours of work
- Lunch arrangements
- Expected dress code

Travel

- Your child should make their own way to the placement and make sure they arrive on time
- It is a good idea to travel the journey beforehand to ensure your child is familiar with the route and timings
- If you have particular travel difficulties you would like to discuss please contact the work experience department

Work Experience Logbooks

- ◆ Each student will receive a placement logbook before their work experience. It is essential that your child reads through this, discuss it with their employer and *keep it with them at all times* whilst on the placement.
- ◆ There are exercises and a diary that need to be completed by your child whilst on work experience.

Parental Help

The interest, support and encouragement that you give your child before, during and after their placement are a crucial part of a successful work experience. Please read this leaflet and the logbook (when received) and take a keen interest in their placement.

Additional Support

We are aware that some students face difficulties finding suitable work placements therefore, the work experience coordinator is available most breaks and lunchtimes to give assistance to your child. Please do not hesitate to contact us if you need any support or if you have concerns regarding this programme.



The Peele Community College

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