



October 2023

Dear Parent/Carer

### **Year 12 Work Experience Week - Monday 15<sup>th</sup> July – Friday 19<sup>th</sup> July 2024**

Work experience is a mandatory part of our Sixth Form curriculum. During the week of work experience, normal lessons will not be running and instead each student will attend their chosen work experience placement. The experience offers students many benefits including developing their employability skills and making their applications for university and other higher education options stand out.

Students can start the process of finding a great placement now, as many of the best placements are quickly taken. There is also a period of mock exams taking place in the summer term, so starting the ball rolling now will alleviate any potential added stress and interference with learning at that time.

We encourage post-16 students to seek a placement that links to their future aspirations/career options to get the most out of the experience, so please encourage your child to think of a position they can see themselves in within the next 10-15 years; the higher they aim, the better.

Placements will normally last 5 days and run from Monday to Friday. There are circumstances where the school may agree to vary the working days, in cases where a business is not open for one working day, in which case they can work Monday to Saturday with one day off. Please note any bespoke arrangements like this on the online Work Experience form mentioned later in this letter. For any other arrangements, please contact me before filling in the form.

Please see below for the various steps in this process:

#### **1) Applying for a Placement**

We are encouraging students to find their own work experience placements to replicate the process of finding a job. We would recommend that students do not delay in starting to find a placement as the best local opportunities will soon be taken.

When seeking a placement, students should make contact with employers under the guidance of an adult, either at home or in school. We recommend that students use their school email address instead of contacting individuals via social media. For smaller employers, it may be the first time they have hosted a work experience student and so they may need you to explain the process to them. Placement providers will need to have **employers' liability insurance** and a **Health & Safety certificate**. Students must either attend an actual workplace or work alongside someone; they cannot work from their own home or "set themselves up in business" for the week without prior agreement from the school.

We have access to a **national database** of previously-registered placement providers (see attachment for login instructions), but there is no guarantee that these providers will offer a work experience placement to our students, and so they will have to apply for a placement.

As students may need to contact more than one employer before they secure a placement, it is **essential** that your child does not delay in looking for a work experience placement. We must have details of your placement by the end of October half term.

## 2) Confirming a Placement

Once an employer has agreed in principle to provide a work experience placement for your child, the letter attached should be handed to the placement provider.

Under the guidance of a parent/carer, the student should also complete the school's Work Experience form so you can let us know the details of the placement. This should be completed before **Friday 22<sup>nd</sup> December** at the very latest.

You can access the **Work Experience form** by clicking <https://forms.office.com/e/PpW2UHC8qi> or by scanning the QR code below.



Before you and your child complete the Work Experience form, you will need to find out:

- Employer company/organisation name and full address
- Full name of a contact at the placement
- Phone number and email of the contact at the placement
- Job title for the placement
- Which days of the week they will be attending (normally Monday – Friday)

## 3) Employer Checks / Risk Assessment

School will pass all the details you have provided to our risk assessment company, who will in turn contact the employer directly and may visit the premises for an assessment. They will produce a risk assessment for the placement and list any conditions required by the employer, such as safety clothing or start and finish times.

The school will then send you two copies of the formal parental agreement and risk assessment, which **must be signed by a parent/carer**. One copy must be returned to school and the other copy taken with the student on the first day of the placement to be given to the employer.

The work experience placement will not be authorised unless we know that the employer has the correct liability insurance and that we hold a signed parental agreement. Attending an unauthorised work experience placement will be treated as a child safeguarding concern and be recorded as an unauthorised absence.

All placements are subject to the approval of the Headteacher and approval may be rescinded in rare circumstances where attendance or conduct in school is below satisfactory, or for other reasons.

We have recently held an assembly with Year 12 students to talk about the work experience process and I have attached a work experience guide that may help you and your child with the process.

Please encourage your child to speak to their form tutor or myself if they are in any doubt about what to do in this process. You can contact me about any aspect of the work experience programme, including to make any specific arrangements for your child, by email at [fenbyj@hallparkacademy.org.uk](mailto:fenbyj@hallparkacademy.org.uk)

Yours faithfully



Mr J Fenby  
**Head of Humanities**  
[fenbyj@hallparkacademy.org.uk](mailto:fenbyj@hallparkacademy.org.uk)



Hall Park  
Academy

**Hall Park Academy**  
Mansfield Road  
Eastwood  
Nottingham  
NG16 3EA  
01773 786212  
office@hallparkacademy.org.uk  
[www.hallparkacademy.org.uk](http://www.hallparkacademy.org.uk)

Headteacher: Mr D Crossley

**Letter to Employer - Work Experience**

*Monday 15th July – Friday 19th July 2024*

Dear Placement Provider

Thank you for agreeing to take one of our students on work experience placement. Work experience is a valuable activity for young people that helps to equip them for the world of work, as well as providing motivation for students to work hard to obtain necessary qualifications before they leave Hall Park Academy. Students will benefit greatly from the experience, particularly from seeing and understanding how the business works in different departments and functions.

Our Year 12 work experience is for young people aged 16-17 years, and will run **Monday 15<sup>th</sup> July – Friday 19<sup>th</sup> July 2024**. If your business is closed for one of those days, you may agree to run the placement to include Saturday 3 February as well.

We would expect our students to complete a normal working day with you, but they must not start before 7am or work after 7pm without prior agreement from the school. You must also not pay them for their time.

The school must receive details of an agreed contact person to act as the primary contact for risk assessment paperwork and who will meet the student on the first day to give them an induction into the business, and be available for parents/carers to contact if necessary. The student will record this information from you.

We use Safety Measures Ltd to risk assess work experience placements. Once we have received information from the student about the placement, Safety Measures will be in touch with you directly to discuss health and safety, employer's liability insurance and the risk assessment for the placement. We will confirm with you as soon as we are able to when the placement has been authorised.

Students will bring you a signed parental agreement on the first day of the placement.

Once again, thank you for agreeing to host of our students. You can contact me at any time about work experience placements, and email is the best way to do this: [fenbyj@hallparkacademy.org.uk](mailto:fenbyj@hallparkacademy.org.uk)

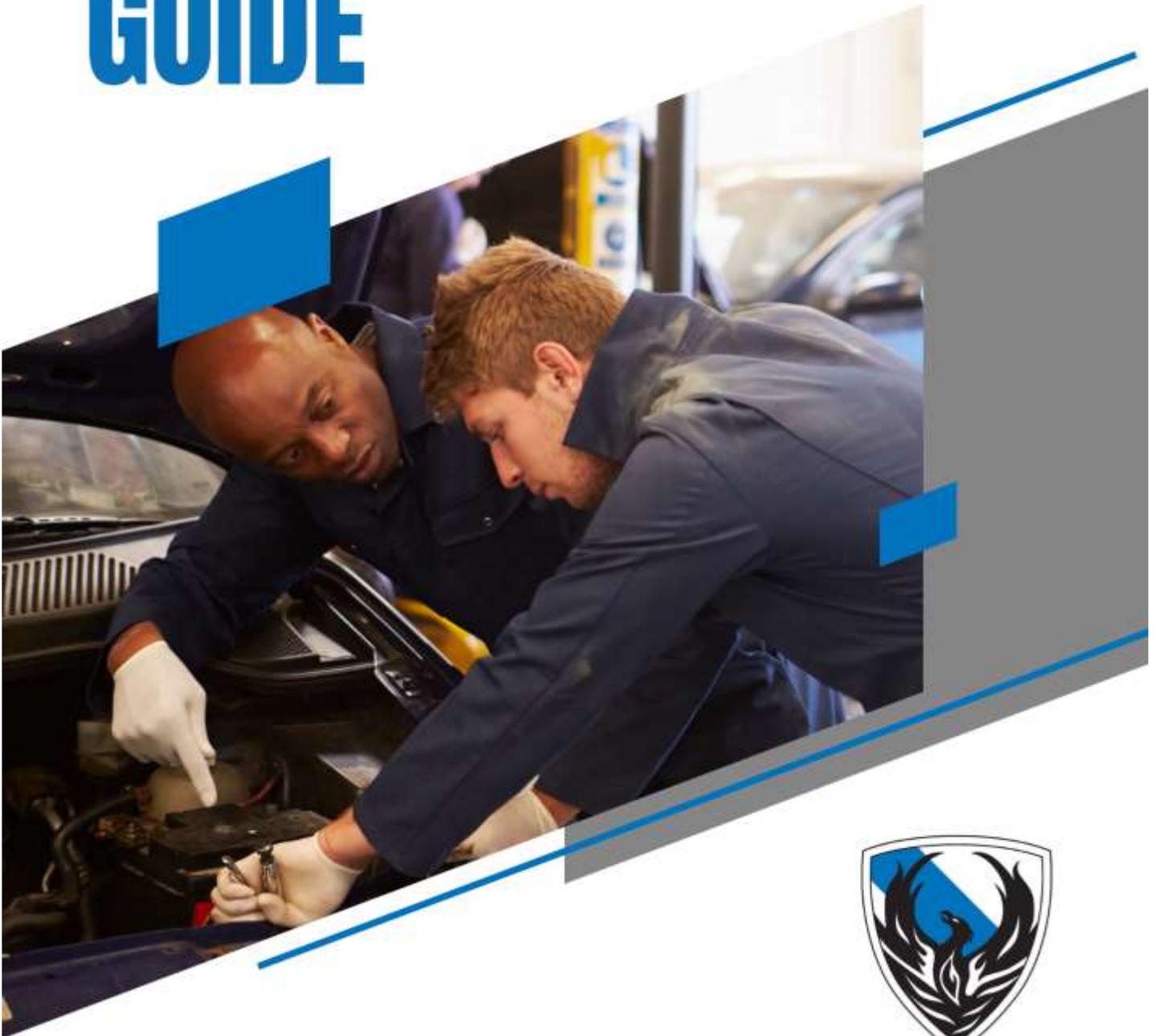
Yours faithfully

Mr J Fenby

**Head of Humanities**

[fenbyj@hallparkacademy.org.uk](mailto:fenbyj@hallparkacademy.org.uk)

# WORK EXPERIENCE GUIDE



Hall Park  
Academy

## **WHY DO WORK EXPERIENCE?**

Work experience benefits young people in many ways. They become more mature and focussed, are able to make informed career choices after leaving Hall Park, they develop employability skills, and generally gain an important insight into the world of work. Often, young people who have not always felt positive about their experiences in school get on really well in this new environment. They return with an excellent report and are then inspired to achieve more in their final year at the school.

During work placement, students are encouraged to gather evidence in a work experience log book to outline their activities, people they have worked with and the skills they have developed. The log book also contains vital comments made by placement supervisors.

In one sense, it doesn't matter where young people gain their experiences of work, as long as they are in a safe working environment under supervision; however, often the best placements are those which will inform future career choices for the young person, whether those experiences confirm what they would like to do or not.

## **WHAT TO EXPECT**

It is important that students do not expect to be paid for the work they do; work experience is valuable for the experience and the way it helps students to think about what they want to do in the future.

Students should not work for more than 8 hours per day and should do 5 days of work over the week. Working antisocial hours, before 7am and after 7pm will need to be arranged by prior agreement with the school.

If they already have a part-time job they should look for something different that reflects what they want to be doing in 10 or 15 years' time.



## FINDING YOUR PLACEMENT

1. **Decide on the type of work you would like to do.** It may be related to an idea for a future career or just an area of work that you would like to experience. At this age, all work experience can be equally valuable regardless of the careers link, providing it gives you a good opportunity to develop your Employability Skills.
2. **Look for a placement by asking your parents, relations and friends if they know anyone doing the type of work that you are interested in.** You can also ask your tutor. Enquire at customer service desks, look at shop fronts and businesses in your local area, research in libraries and the internet. **Discuss your ideas with your parents and tutor.** Ideally, you should not arrange a placement where you will be working where you already have a part time job. It is important that work experience is a 'new challenge' in terms of people and environment.
3. **Consider the location.** You need to take into account where you live, how you will get there and how long it will take to get there. You should discuss this with your parents.
4. **Contact the company or organisation and ask if they are prepared to accept you for work experience.** This can be done by telephone/personal visit or letter. Make sure that you know the dates of your work experience and advise the company of these. Think about why you would like to do work experience within that organisation and remember to be enthusiastic in your communication.
5. **Once you have confirmed a placement you will need to ask them for some information for the online form.** Information includes: a contact name (the person who will be supervising your placement), their telephone number and email address, the company's address and what type of work you will be doing.
6. **The Company must have Employer's Liability Insurance otherwise you will not be able to go there for work experience.** They will need to be able to give the policy number and expiry date to us, or our representative, at some point before your placement begins.



### **Before you dial:**

- Have a pen and paper ready to record any information you are given
- Make sure you know the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance. (If not, you can ask the first person who answers for the Human Resources Manager, Personnel Manager, Work Experience Supervisor) Ensure that there will be no distracting background noise (e.g. music, traffic, friends)

### **When someone answers:**

- Say 'good morning' or 'good afternoon' as appropriate
- Introduce yourself, giving you name and your school
- Explain why you are phoning e.g. 'I am phoning to ask about the possibility of your company or organisation offering a work experience placement between:  
**Year 10** - Monday 29<sup>th</sup> January – Friday 2<sup>nd</sup> February  
**Year 12** - Monday 15<sup>th</sup> July – Friday 19<sup>th</sup> July
- Explain why you would like to do your work experience there
- Ask to speak to someone that can help you
- Remember to ask for the person's name
- If you don't feel confident to talk, write out what you will say on paper

### **If you are passed to a different person:**

- Introduce yourself again in the same way and repeat the information suggested above

### **If the person agrees to accept you for work experience:**

- You will need to ask them for the contact information for online form
- The employer may wish to see you for an interview before they confirm that they will be able to take you for work experience. If this is the case, you must tell your parents where and when it is, and discuss it with them before you go

***Remember to always speak politely and clearly and remember to thank people for their help even if they refuse.***



## DRAFT LETTER TO AN EMPLOYER

**Use your school email address if emailing**

[Your home address here]  
[School email address]

[Contact person in the Company]  
[Company Address]

[Date]

Dear [Contact person in the Company] *or*  
Dear Sir/Madam

- **1<sup>st</sup> paragraph** – Introduce yourself and explain why you are writing

e.g. My name is..... I am a year 12 student at Hall Park Academy in Eastwood, Nottingham, and I am looking for work experience from \_\_\_\_\_ to \_\_\_\_\_.

- **2<sup>nd</sup> paragraph** – Explain what sort of work experience you are looking for and why you have chosen this company. Show that you have done some research about them.
- **3<sup>rd</sup> paragraph** – Give some information about yourself, e.g. what are your best subjects at school, hobbies, sports, interests, skills and abilities etc.
- **4<sup>th</sup> paragraph** – Finish your letter on a positive note and say that you are looking forward to hearing from them.

Yours sincerely (if addressed to a named contact) *or*  
Yours faithfully (if addressed to Sir/Madam)

[Your signature]  
[Your name in full]



## HOW TO SEARCH THE DATABASE

Safety Measures is a database of employers who have previously taken a work experience student – they may already be full up, have gone out of business, not taking work experience placements or decide that you are not the right person for them to take. It is their decision and you can only make a polite request for a placement.

1. Go to: <http://safetymeasures.work-experience.co.uk>
2. Click on Login
3. Username: Hallparkstudent
4. Password: Hallpark22# (Note - this MUST be a capital H)
5. Click 'Search for Placements'
6. Enter information in to as many fields as required, and click on 'search':
  - e.g. Choose 'retail businesses from the category drop down box, and enter NG2 in the postcode. The results will show in a list at the bottom of the page.
7. Click on the job title (e.g. retail assistant)
  - This will give you more details of the job including address and contact details.
  - On the left hand side, you can click to view the location on a 'Google Map'.
  - Also, a link is given to a Traveline Journey Planner to plan the route to get there.
  - At the bottom of the page it lets you know if the placement is approved for Health and Safety and what date it expires.
  - There is also an option to print the page from here.
8. Contact the employer using phone or your school email address (you must not give personal contact details to anyone who you do not know and trust).

## YOUR CHECKLIST

- Decide what type of work you would like to do
- Find a suitable placement
- Make an enquiry
- Check the placement has:
  - A health and safety certificate
  - Employers' liability insurance
- Secure the placement
- Gather the following information for the online form:
  - The company name
  - What your job title will be
  - A brief description of what you'll be doing
  - Company address
  - A contact name for the person who will be supervising you on placement, and their contact details
- Together with your parents, complete the Microsoft form using the QR code below



