



Year 10 Guide to Work Experience

Monday 3 – Friday 7 July 2023



INTRODUCTION

All Year 10 students undertake a week of work experience. This year's Year 10 students will do their work experience during Personal Development Week from Monday 3 to Friday 7 July 2023.

Preparing our students for life after Beaumont is a central part of what we aim to do as a school. During their school career your child will have been involved in activities such as Year 7 work shadowing, Personal Development Days and, if entering Sixth Form, students will undertake work shadowing in Year 12 and experience a mock Assessment Centre in Year 13.

In Year 10, they may have been offered an appointment with the Hertfordshire Services for Young People (HSfYP) personal adviser about their post 16 education/career options. Work experience in Year 10 recognises the students' increasing maturity and that they may be starting to think about future careers.

Feedback from work experience from both students and employers is overwhelmingly positive each year with nine out of ten students saying that they had enjoyed their week, and 80% of students feeling that they had learned about what it is like to be employed and that they had increased in confidence, become more independent and learnt new skills.

Students will be briefed fully in school as to what they need to do to ensure they have a work experience placement, and that they are ready to make the most of this opportunity. This booklet aims to help you support your child and ensure they are on the right track.

The system of work experience placements is coordinated by HSfYP. Within school, the programme is the responsibility of Mr Cross (Assistant Headteacher/Careers Leader) and administered by Mrs Rider.

HSfYP arrange a bank of placements for us which they have checked for health and safety, insurances and the quality of work experience offered. In common with many schools in the county, Beaumont subscribes to this service and our students can therefore select placements from this list via HSfYP's online system called LINK2+. HSfYP is also responsible for processing placements organised by parents/carers/students themselves, which are subject to the same health and safety checks and requirements as those on their own list.

It is your choice as to whether you opt for:

1

A **LINK2+** placement selected online from the database of placements which can be accessed from Friday 3 February 2023 (known as a 'LINK2+ placement') or

2

A **private/own placement** which you/your child organise yourself either through an existing contact, or by approaching a company who does the sort of work in which your child is interested (known as a 'private/own placement').

LINK2+

The LINK2+ system will go live for students to access on Friday 3 February 2023. The LINK2+ system enables students to select placements, which they would be happy to be allocated. For those students who have submitted their ranked preferences, an automatic allocation then takes place. Time will be allocated in school for students to use computer rooms to look at the LINK2+ website but you are strongly recommended to spend time at home looking at the placements available and deciding which to apply for.

Before this, students will be briefed on how to access LINK2+, and will be given an individual PIN, login details and a set of written instructions as to how to access the system. They will be asked to choose between three and six placements, which they would be happy to be allocated. We encourage them to discuss the choices with parents/carers before finalising their selections and entering them on the system. They will be able to see the type of company and the postcode indicating where the placement is located, together with the details of what the work placement will involve.

Please ensure you advise your child to:

- check where the placement postcodes are to make sure they are selecting placements they can get to. There is a link to a map for each placement within LINK2+
- make sure you make three (minimum) to six (maximum) selections and rank them in order of preference
- do not press 'submit' until you are happy with your selections. Your preferences are saved as you go along so even if you come out of the website part way through choosing, the ones you have already selected will be saved. If you press 'submit' before you meant to, or decide you want to change your selections once you have pressed 'submit' you will have to see Mrs Rider and ask for your choices to be 'unlocked'.

We will start running the automatic allocation process for the first time on the morning of Monday 20 February 2023 and hopefully the majority of students who have submitted their choices will be allocated one of their preferred placements. Those who are not allocated a placement will be asked to make further selections from the placements still available on the LINK2+ system, or they may choose to go and organise a private/own placement at this stage. After this initial allocation run, the process will be repeated regularly so that anyone who submits their choices will be told if they have been successful in gaining a place of their choice.

The automatic allocation of placements is completely random and, apart from the priority number the student has given their choices, bears no reference to when they applied. All students who give a placement priority one are put in the computer's hat and one is drawn at random. This way, all students are given a fair chance. Please bear in mind, however, the longer they leave it to submit their choices; the fewer places there are available from which to choose.

Payment

Beaumont School commissions HSfYP to carry out individual Health and Safety risk assessments for each placement.

Work experience costs are heavily subsidised by the school. However, unfortunately we are unable to meet the full costs from our own funds.

We ask for a voluntary contribution of £20 per student towards the cost of the LINK2+ placement health and safety check.

Our preferred method of payment is the online payment system MCaS which can be accessed via the quick link on the Beaumont School website.

Please ensure you pay the correct amount pertaining to your child's placement (there will be several options). Please contact the Finance Department if there are issues with payment.

PRIVATE PLACEMENT

If you wish to arrange a private/own placement, you need to:

Ensure the workplace you want to go to is happy to have you, and can fulfil the following requirements:

- the company has up to date employer and public liability insurance cover up to £5m
- they will provide you with the opportunity to develop knowledge, skills and attitudes
- they are prepared to be assessed in terms of risks to young people and offer equal opportunities
- they will offer gives a meaningful and realistic insight into working life, can offer adequate supervision and support

If the placement is based in a private home, is high risk, or is in the construction industry we will need to get additional advice from HSfYP as to the suitability. This is also the case for placements with a mobile worker who has no fixed base or with one person who works alone. You are free to choose where, geographically, your child's placement is. If you want to arrange one where they will need to stay away from home we can ensure, through HSfYP, that the placement itself is checked for health and safety, but you will be responsible for arranging and ensuring that you are happy with all other aspects of your child's week (accommodation, travel, welfare etc). We are unable to arrange the necessary checks on any work places outside England. Once arranged, please:

- complete the student section of the Private/Own Placement form. The form is available from Reception or from the school website
- give the form to your contact at the company for completion. Please ensure they complete all details on the form including the insurance details and that they are aware HSfYP may need to visit them to check their health and safety. The form will be returned for completion if these details are missing
- it is also very important that you check with them whether they have offered HSfYP any other placements for the same week or to another student requesting a private/own placement. If they have done so you need to check they are happy to have your child as well
- return the completed Private/Own Placement form to Mrs Rider. We need forms by Friday 17 March 2023 for placements outside Hertfordshire and Friday 31 March 2023 if within Hertfordshire. If arranging a placement in London, you need to get the form to us urgently as agencies in London are busy, and take longer to process our placements for health and safety. HSfYP then arranges the health and safety checks needed in order to ensure the work placement is appropriate. For placements outside Hertfordshire, HSfYP 'contracts out' these checks. Once these details have been approved, the placement can be confirmed.

Payment

Work experience costs are heavily subsidised by the school. However, unfortunately, we are unable to meet the full costs from our own funds.

For placements **within Hertfordshire**, we ask for a voluntary contribution of £20 per student towards the cost of the health and safety check.

For placements **outside Hertfordshire**, however, HSfYP makes an additional charge to the school to which we ask to contribute £30 for processing the placement. If the placement is in **London**, the cost increases to £35.

Our preferred method of payment is the online payment system MCA S which can be accessed via the quick link on the Beaumont School website.

Please ensure you pay the correct amount pertaining to your child's placement (there will be several options).

Please contact the Finance Department if there are issues with payment.

We cannot guarantee to process late applications, but, if HSfYP does permit us to accept them, they will incur a further additional charge which we will pass on you.

WHICH? LINK2+ OR PRIVATE PLACEMENT

Each year approximately half our students choose placements from the LINK2+ system, and half arrange their private/own placements.

Whilst you are free to make your choice of placement from those available on LINK2+, we would encourage you to seriously consider organising a private/own placement because:

- you will be able to choose a relevant type of experience, and have that place secured for your own child. Those selecting from LINK2+ will be 'in competition' with others for the same places and cannot be sure they will be allocated the placement they particularly want, especially if it is a popular choice
- personal links with a company often tend to lead to a particularly high quality of experience for the student
- there will be insufficient numbers of placements on the LINK2+ system for all students to be allocated a place from here and the range of offers is limited
- you can start arranging a private/own placement **now** whereas the LINK2+ system will not be open until Friday 3 February 2023. If you wait until you can choose from the LINK2+ placements and then do not find one that you want, time will be a little short for arranging an alternative private placement.

Whilst we do not know exactly what placements will be available on LINK2+ until the system goes live, it is unlikely that there will be many placements in the legal/science/IT/architecture/marketing/financial/medical and similar sectors so if your child is interested in these areas you are advised to start trying to organise a private placement now.

WHAT HAPPENS NEXT?

You will have received a link to a Google Form requesting your child's emergency contacts and any medical information that you deem necessary to pass on. **We will pass the confidential information supplied on the Google Form to your child's employer (once agreed by you) so please ensure the information is complete and accurate.**

We need to have the up-to-date contact and medical information so we can advise your child's 'employer' and ensure your child is safe whilst on their premises. In addition, we can be sure that all the relevant safeguards and insurances for your child are in place whilst they are on placement. **Every year we spend a considerable amount of time chasing late forms; please do make every effort to complete the Google Form and any subsequent information without delay.**

Shortly before the LINK2+ goes live, your child will be briefed and be given their login details so that if they want to do a LINK2+ placement, they can make their selections from the website. Once your child has a specific placement organised you will receive confirmation from us.

Placement Details Job Description

You will receive two copies of the placement details job description. One copy must be signed and returned to school as soon as possible and the other copy is for you to keep so that you have a record of what your child will be doing and the placement contact details. Please ensure that both you and your child have read it and are happy with all the details.

In particular, please check what requirement the employer has in relation to meeting your child before the work experience begins. **All** students should contact their employer two to three weeks prior to the placement week (or earlier if the employer requires this) in order to:

- introduce themselves if necessary
- confirm the arrangements for the placement, and
- check whether an 'interview' is needed

In some cases the employer has specific requirements which your child will need to meet, eg, visit to meet colleagues, arrange uniform etc. It is also important that the student, not the parent contact the employer.

Parent/Student Agreement

You will receive one copy of the Parent/Student Agreement. Both you and your child need to sign the Parent/Student Agreement Form and return it to school as soon as possible.

Once we have received this in school we will confirm to the employer that the placement will go ahead.

We do not confirm that your child is taking the placement until we have received this signed form so please do not delay returning it.

In the weeks running up to work experience week your child will have further sessions related to their placement during tutor time and in PSHCEE lessons. During these sessions, they will:

- produce a CV and covering letter which will be sent to their placement supervisor, and
- receive a Work Placement Diary which they should use in preparation for and during their week at work. Please remind them to read this before starting their placement, to complete all relevant parts, and to remember to take it with them to their placement as there are sections in it about safety in the workplace
- there is also a diary section for students to complete which can record useful information for future job applications and interviews and act as a reminder when uploading information to their Unifrog account.

DURING WORK EXPERIENCE

Your child should attend work experience for the whole week, during the hours stated on their Placement Details unless they need to be absent for:

- illness
- other pre-agreed reasons

In all cases, you must advise both the school and your child's placement if they are to be absent from work experience for any reason. If your child is held up on the way to their placement (eg, transport delays) they should also ring their placement to advise them that they are running late.

Please ensure that you are always contactable on the mobile numbers you have given us in case there is an emergency. This is particularly important if your child is working outside normal office hours eg, evening/weekend, as you will need to be the first point of contact for an employer should any problem arise.

There will, however, also be an emergency contact mobile number available to employers, which will be held by a member of staff during the week.

If, either you or your child have any concerns about their safety, about things that are being done or said around them, or that they are being asked to do things that either of you feel are not appropriate, then they should raise this with their supervisor and you should inform either Mr Cross or Mrs Rider at school immediately.

During the week, most students will have a visit from a member of the school staff to see how they are getting on (provided this can be arranged for a mutually convenient time, if not a phone call will be made). The member of staff will keep a written record of how the student is performing. We will also ask the employer to complete an assessment at the end of the week and return it to us. This may be used for reference purposes if they are applying for jobs in the future. On completion of the work experience, students write a letter of thanks to their employer.

Please make a note of these important dates:

Private/own Placement	From now onwards
Students given PIN numbers to log into LINK2+ system	Thursday 2 February 2023
LINK2+ system goes live	Friday 3 February 2023
Allocation process starts on LINK2+	Monday 20 February 2023
Deadline for Private Placements outside Hertfordshire	Friday 17 March 2023
Deadline for Private Placements within Hertfordshire	Friday 31 March 2023
Work Experience week	Monday 3 – Friday 7 July 2023

Further information can be found on the work experience page on the school website www.beaumontschool.com. General information about the work experience programme, including deadlines, which are set as the year progresses, will also be accessible from the work experience page of the website.

Alternative, please address any queries to Mrs Rider in the school office on 01727 854726.