



Careers Education, Information & Guidance

# **Year 10 Work Experience**

**3<sup>rd</sup> – 7<sup>th</sup> June 2024**

<http://CareersatBeaumontSchool.blogspot.co.uk/>

# Careers & Work-Related Education



## Key Stage 3

- Year 7 - Work shadowing
- Year 9 - KS4 Options guidance process

## Key Stage 4

- Year 10 - Work Experience
- Year 11 - “Moving On” PDD, Senior Team  
16+ Guidance meetings

## Key Stage 5

- Year 12 - Employer Engagement Programme
- Year 13 - Mock Assessment Centre



# *Why do Work Experience ?*



A UK Commission for Employment & Skills report, *Catch 16-24*, said that 66% of employers rate work experience as a critical or significant factor in recruitment



**UK COMMISSION FOR  
EMPLOYMENT AND SKILLS**



# *Why do Work Experience ?*



‘...Work Experience in Key Stage 4 had a positive impact on pupils’ attitude to school on their return ...’



# *Why do Work Experience ?*



Survey by the City & Guilds organisation:

**28%** of **young people** think Work Experience is important

**78%** of **employers** think Work Experience is important

City &   
Guilds



# *Why do Work Experience ?*



## Key “soft” Skills employers want

- Independence
- Organisation
- Initiative
- Responsibility
- Communication



# Work Experience Feedback



## *Students said ...*

- 80% of students either strongly or completely agreed that they had 'enjoyed their Work Experience placements'
- They agreed to a similar level that they had learned about what it is like to be employed; they had increased in confidence; become more independent and learned new skills



# Work Experience Feedback



## *Employers said ...*

“The student had a great week. She is hardworking, conscientious individual whose confidence grew throughout the week.”

“The student had a fantastic approach to the week and was enthusiastic when trying a variety of tasks. He was a pleasure to have.”

“She threw herself into everything, was so helpful and showed great initiative. I’m sure she will go far. Happy to have her back any time!”





# Work Experience Timeline

- **Nov 2023** Initial letters issued to parents
- **Dec 2023** Information Evening  
Guidance e-Booklet released
- **Dec 2023** Medical Consent Google Forms completed
- **Jan 2024** 'Link2' allocation process
- **May 2024** Preparation work in PSHCEE lessons and Tutor Periods
- **June 2024** Work Experience Week

# Cost of Work Experience Week

## ❖ Health & Safety Checks

- All placements must be Health & Safety checked by qualified professionals
- Parents are asked for a **£20** *voluntary* contribution towards the H&S checks of places provided by the school
- Parents are *expected* to make a **£20** contribution towards the H&S checks of privately sourced places

# Cost of Work Experience Week

## ❖ Health & Safety Checks

- Parents are *expected* to make a **£30** contribution towards the H&S checks of privately sourced places outside of Hertfordshire
- Parents are *expected* to make a **£35** contribution towards the H&S checks of privately sourced places in London

# Allocation of Placements

## ❖ Private Placements

- Students ask the employer to complete the 'Referral Request' Form
- Beyond Herts Form returned by **15<sup>th</sup> March**
- Within Herts Form returned by **29<sup>th</sup> March**
- Health & Safety checks carried out

# Making payments

## ❖ Electronic payment

The screenshot shows the Beaumont School Shop website. The browser address bar displays `mychildatschool.com/MCAS/MCSProducts`. The page features the school's logo and a navigation menu on the left. The main content area displays two products: 'School Fund donation' and 'Yr 10 Work Experience 2022'. The 'Yr 10 Work Experience 2022' product is highlighted, and a dropdown menu is open, showing the following variations:

Variations	Price
Link 2+ Placement	£20.00
Link 2+ Placement	£28.00
Private/Own Placement Inside Hertfordshire	£20.00
Private/Own Placement Outside Hertfordshire	£30.00
Private/Own Placement in London	£35.00

A 'Basket' button is visible next to the dropdown menu. The background of the page shows a word cloud with terms like 'work experience', 'education', 'experience', 'professional', 'efficiency', 'motivation', 'work management', 'communication', 'teamwork', 'leadership', 'innovation', 'creativity', 'problem solving', 'critical thinking', 'collaboration', 'adaptability', 'resilience', 'emotional intelligence', 'cultural awareness', 'global citizenship', 'social responsibility', 'ethical leadership', 'diversity and inclusion', 'sustainability', 'digital literacy', 'financial literacy', 'entrepreneurship', 'innovation and creativity', 'leadership and management', 'teamwork and collaboration', 'communication and interpersonal skills', 'problem-solving and critical thinking', 'emotional intelligence and self-awareness', 'cultural awareness and global citizenship', 'social responsibility and ethical leadership', 'sustainability and environmental awareness', 'digital literacy and technology skills', 'financial literacy and personal finance management', 'entrepreneurship and business acumen', 'innovation and creativity', 'leadership and management', 'teamwork and collaboration', 'communication and interpersonal skills', 'problem-solving and critical thinking', 'emotional intelligence and self-awareness', 'cultural awareness and global citizenship', 'social responsibility and ethical leadership', 'sustainability and environmental awareness', 'digital literacy and technology skills', 'financial literacy and personal finance management', 'entrepreneurship and business acumen'.



# Allocation of Placements

## ❖ Placements through *'Link2'*

- From **Friday 26<sup>th</sup> January**, all students will be given access to *'Link2'* - **their individual PINs issued**
  - Friday lunchtime, in school, rm A01
  - At home from Friday onwards
- It is **not** “first come, first served”



*Link2* is an online booking system which lets students look at and apply for Work Experience placements.

It also has a links to employer location maps and the *Transportdirect* website to help students and their parents plan the best routes to their placements

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Young People



*Herts SfYP* has invested in this system to:

- Deliver a more efficient service to schools
- Give students more say in their choice of placements
- Improve communications with employers
- Keep up-to-date with other work experience providers in the country

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# Information for Parents/Carers

- Provides a real, on-line job application experience for students – common practice with employers
- Supports parental involvement as placements can be viewed and discussed at home
- Early consent avoids future problems
- Placement sheets, information and other resources available online

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# Benefits for students

Students have greater input in choosing their placements. The process helps develop key work-related skills through:

- planning their journey
- making decisions
- evaluating the benefits versus risk in making their choices
- thinking about what they want

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# Student Selection Process

- Students use their PIN to log on to the website
- They search opportunities using the sectors/categories they are interested in (middle option on student main menu bar)
- Students select between 3 and 6 opportunities from *Link2*, ranking them in order of preference
- The system allocates placements on a “best fit” basis to ensure fairness

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HERTFORDSHIRE CHAMBER  
OF COMMERCE & INDUSTRY

You are logged in as **heather hawkins**

[Admin Menu](#)

[Home](#)

[Work Experience Literature](#)

[Search](#)

[Own Placement](#)

[My Placement Details](#)

## Student Home

This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.

Travel arrangements must be agreed by your parent / carer before submitting your placement choices.

If an employer requests an interview, you must attend.

If you have any questions about work experience, please talk to your teacher / work-experience co-ordinator.

Internet

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## Search

Please select one of the options below, or enter the job number

Job number

Go

OR search for all or part of an employer's name here:

Employer

Go

OR search on employer's postcode here:

Postcode

Go



Administration, Business and Office Work



Financial Services



Performing Arts



Building and Construction



Healthcare



Personal and Other Services including health and beauty



Catering and Hospitality



Languages, Information and Culture



Retail Sales and Customer Services



Computers and IT



Legal and Political Services



Science, Mathematics and Statistics



Design, Arts and Crafts



Leisure, Sport and Tourism



Security and Armed Forces



Education and Training



Manufacturing and Production



Social Work and Counselling Services



Engineering



Marketing and Advertising



Transport and Logistics



Environment, Plants and Animals



Media, Print and Publishing



ALL All Categories

To restrict your search to a specific post code area, town or telephone code area, enter the details here and press submit before making your classification selection.

Postcode:

Town:

Telephone area code:

Flag:

Approved only

You may further restrict your search to those flagged with a particular code (or enter \* for any flag) and limit it to show only H&S Approved jobs by ticking the box at the end.

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Hertfordshire  
Chamber of  
Commerce

# Impartial Advice & Guidance

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**Alison Curnow**

unifrog



**15<sup>th</sup> April**

# Careers Information, Advice & Guidance at Beaumont

This blog is designed to keep you up-to-date with **Careers Education, Information and Guidance (CEIAG)** available locally, nationally and through the school. I'll be posting information about employment and training opportunities available locally as well as details of open days and useful websites. The world of education, employment and training opportunities is changing rapidly so keep checking in for the latest information.

Mr Cross

## Useful Websites

[All About School Leavers](#)

[Apprenticeships at Oaklands College](#)

[Apprenticeships.gov](#)

[CareerScope](#)

[DiscoverUni](#)

[HOP into Herts](#)

[Herts Jobs 16-19](#)

[Herts Services for Young People](#)

[Herts SFYP Careers](#)

[iCould](#)

[Informed Choices](#)

[MyPath Careers](#)

[MyPath Virtual Uni Tours](#)

## Increase in graduate and school-leaver salaries but ...



in the year the pandemic began. The 177 respondents, each large employers of students and young people, suggested that the jobs market had still not recovered to pre-pandemic levels.

A survey by the Institute of Student of Employers (ISE) has found that the typical pay for graduates rose to £30,500 in 2021, up by £833; while school leavers saw a jump of £1,039. However, the number of applicants per job reached a record high of 91 per graduate vacancy, a 17% increase on last year. It also marks the highest number since the ISE started collecting data in 1999. The 2021 cohort of graduates has been competing for jobs against last year's cohort, who graduated



## Labels

[Apprenticeships \(90\)](#)

[Careers Guidance \(107\)](#)

[Employment and Training Opportunities \(68\)](#)

[Further Education \(11\)](#)

[General Information \(137\)](#)

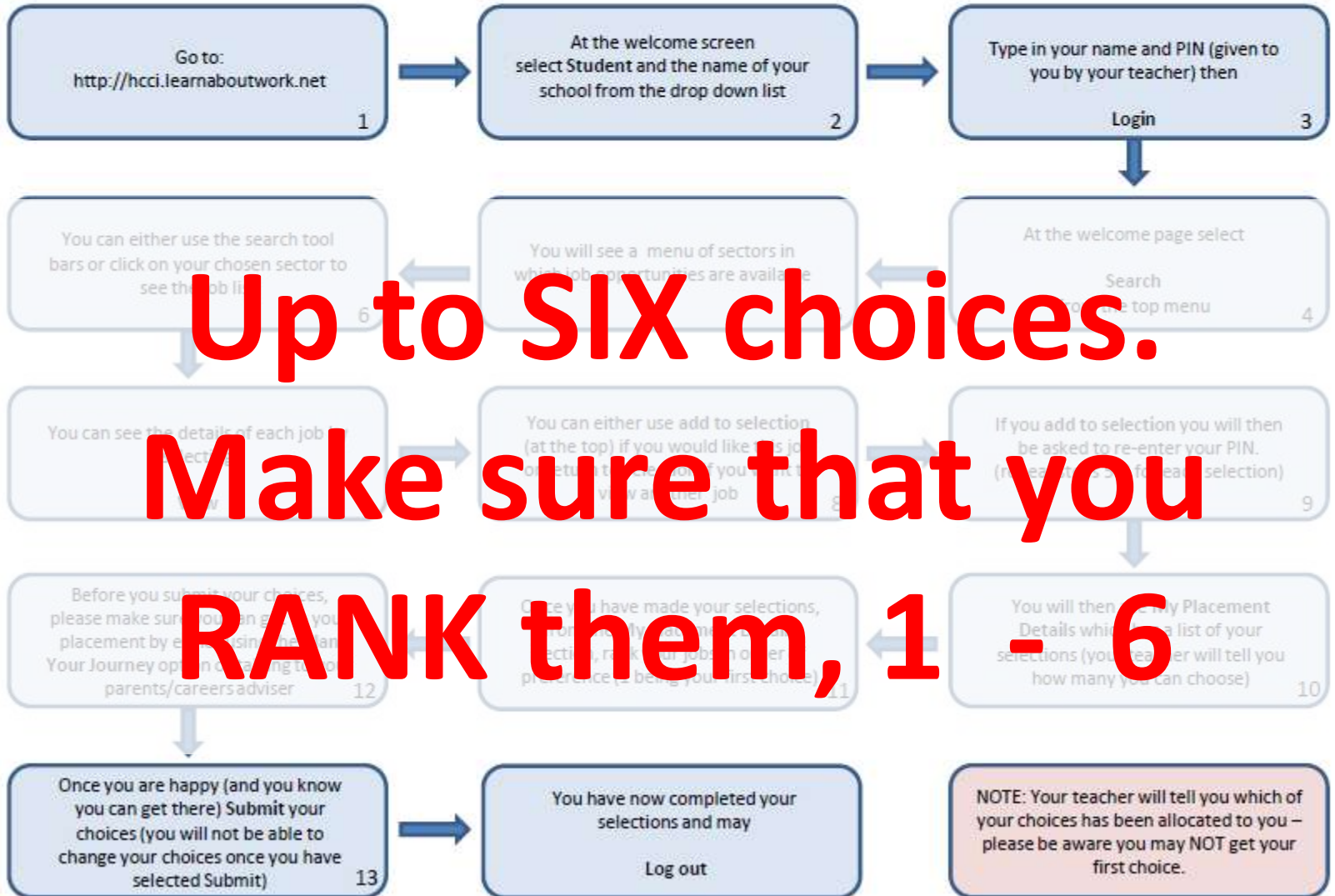
[Higher Education \(172\)](#)

[University \(173\)](#)

## Blog Archive



# Link2 Student "quick guide"



**Up to SIX choices.  
Make sure that you  
RANK them, 1 - 6**





# Data Protection and Security

- *Link2* is not an open website
- Access controlled by user name and PIN
- Only school and *Herts SfYP* staff can see student details and PINs
- Employers cannot view students' names
- Reliable system that is backed up every night

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# Private Placements

- An alternative to placements provided by Herts Chamber of Commerce and Industry
- Sourced and considered “appropriate” by student / parent / carer
- Ensures student gets placement in their chosen sector / accessible geographic location
- Subject to the same Health and Safety checks

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# During the placement

- Students complete a “Checking In” Google Form early in the placement
- If a student is ill and unable to attend they must inform the placement AND the school at the very start of the day
- If there is a problem with the activities they are asked to do they should contact Mrs Rider at school
- Students complete a “log book” whilst at the placement
- Mobile Phone/Social networks

## After Work Experience

- The employer sends a report about the student to the school which can be used for future reference-writing.
- Students carry out Work Experience evaluation and feedback in PSHCEE lessons and Tutor Periods.
- Students log their skills and competencies developed in *Unifrog*