



## Work Experience Programme 2019/2020

*Information for  
Parents/Guardians*



## For MORE information contact...

Work Experience Co-ordinator

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or

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## WORK EXPERIENCE WEEK

**MONDAY 13TH—FRIDAY 17TH JULY**

## What is Work Experience

Work Experience is a compulsory part of the Key Stage 4 work related learning curriculum.

It is an unpaid opportunity for young people to experience working life while they are still at school. The range of opportunities is far wider than those available through part-time jobs.

*Work Experience presents students with a chance to:*

- Work alongside adults as part of a team.
- Develop and practice a range of new skills.
- Become more confident in their abilities.
- Relate their school curriculum and qualifications to the workplace.
- Make more informed decisions about their future.

Young people will learn and use a range of transferable skills, personal qualities and competencies which, when combined, will contribute towards their employability.

Preparation for Working Life

Practical skills

Communication

Application of Number

I.T.

Improving own Learning & Performance

Personal Qualities

Problem Solving

Citizenship

Working with Others

# What DOES it involve?

- The Academy will deliver a **preparation** programme for many weeks before the placement starts, in which the student must participate fully.
- Students are expected to sort out their own placement. To do this they can:
  1. **Look on Veryan Webview.** This is an Internet based system that allows students to search for placements on the database (to be used as a guide only). Please note contacts change regularly and the employer may not necessarily be able to offer a placement in 2020. **Students should not apply directly to Ilfracombe Infants School, Charter Vets, The NHS or Brend Hotels** themselves, as they have a different application process. Students should speak to Mrs Mugleston in person about these placement.
  2. **Approach other employers not on the list**  
Students will be given a letter, an Agreement form and a Health Declaration form to give to employers (also available on the Academy website).
- **Please make sure the employer has both Employer Liability and Public Liability insurance. Without these policies the placement will not be approved for Work Experience by Careers South West and the student will have to find a new placement with the correct insurance.**
- As soon as a placement has been agreed, return the completed forms to Mel Walker in the Admin Office.
- Deadline for forms **Friday 14th February 2020.**
- **Students requiring assistance in seeking a placement should talk to their tutor, Mrs Mugleston or Mel Walker.**
- Once a placement is fixed it **CANNOT** be changed.
- The **safety of the students** is a prime concern. All students will be given advice on **health and safety** and students taking up placements in some types of work will be required to attend **additional health & safety briefings**.
- Parents are asked to complete and sign a **health declaration** for their child **which is on the placement form that students will give to their employer**. This enables the employer to conduct an individual **risk assessment**. (Forms will also be available on the Academy website).

- All placements will be **vetted** by Careers South West Enterprise to ensure the **health, safety & welfare** of the student during the placement, and that adequate insurance is in place.
- Parents will be given **details** of the placement via the Agreement form.
- In many cases the student will be expected to have an **interview** with the employer **before** the placement begins.
- The student will be provided with a logbook to **record** his/her experience.
- A **teacher** will **visit** at least once to **monitor** the student's **progress**. If, for any reason a visit is not possible, a phone call will be made.
- Students will be given details on how to **contact** the Academy during the week of work experience should any problems arise.
- When in the **work place**, students will be expected to behave and carry out tasks as any other **employee** of the organisation.
- The responsibility for **travelling** to and from the placement rests with the student (please note that the Academy cannot pay travel expenses).
- Students will receive a **report** on their achievements from the employer.
- Students will be **de-briefed** following their placement. **Work Experience Certificates** will be awarded to students who have successfully completed all aspects of the programme.



# How can YOU help?

- **Help** the student understand the goodwill of employers offering the placement opportunities.
- **Advise** the Academy of any health matters which may affect the student's work placement.
- **Discuss** with the student the implications of the job they choose, including the practicalities of getting there.
- **Be aware** of any deadlines and **ensure** the student meets them.
- **Sign and return** paperwork promptly. **All paperwork should be returned directly to Mel Walker in the Admin Office.**
- **Encourage** the student to participate fully in all aspects of preparation for work experience, including the pre-placement interview (if required).
- **Ensure** the student attends the placement regularly and punctually. Please avoid making appointments etc that may impact on the student's attendance.
- **Ensure** that both the Academy and employer are notified if the student is unable to attend.
- **Inform** Mrs Mugleston of any difficulties experienced during the placement.
- **Discuss** the placement with the student and encourage them to complete their log-book.
- **Encourage** the student to have a **positive approach** to the placement, even if it isn't quite what they expected.