



# ELY COLLEGE

## Year 10



E X P E R I E N C E

## Guide 2024

the **employability**  
partnership



Meridian  
Trust



The Pursuit of Excellence



Valuing People



Achievement For All



High-Quality Learning Environment



Extends the Boundaries of Learning



## **Introduction**

Dear Parents/Carers

The Work-related Learning curriculum offers your son/daughter the opportunity to experience an insight into the world of work. Year 10 students at Ely College will be offered the opportunity to take up a 5-day placement during **1<sup>st</sup> July – 5<sup>th</sup> July 2024**. This is **compulsory**; all Year 10 students are expected to attend work experience.

The aim of this booklet is to set out the framework for work experience (WEX) so that you have as much information as possible prior to, and during the placement. A more detailed programme will be delivered during this Autumn and the Spring term.

Although work experience does give your son/daughter an insight to the world of work, it does not mean it has to be their chosen career. It could give them the opportunity of trying something new and fun. Work experience has been very successful in the past and has, at times, led to students acquiring part-time jobs from their placements which will help them, if and when, they go on to Further Education or Higher Education and even when they are applying for full-time positions beyond these.

I do hope that you find this booklet informative and easy to follow, but should you have any questions, concerns or worries, please do not hesitate to contact me via telephone: 01353-652800 or email: [llambo-hills@elycollege.co.uk](mailto:llambo-hills@elycollege.co.uk)

Mrs Lisa Lambo-Hills  
**Careers Co-ordinator**



### **Important Dates:**

Parent Information Evening: **21<sup>st</sup> November 2023**

Veryan Database Opens for viewing only: **22<sup>nd</sup> November 2023**

Veryan Database Open for choosing: **8<sup>th</sup> January 2024**

Deadline for returning Student Own Placement Forms: **31<sup>st</sup> January 2024**

Deadline for choosing an employer from the database: **28<sup>th</sup> March 2024 (Half term week)**

Work Experience Preparation Sessions: **Summer Term 2024**

Completed Student Paperwork Deadline: **30<sup>th</sup> April 2024**

**Contacted Employer & paperwork  
signed off by employer: 17<sup>th</sup> May 2024**

Work Experience Placement Dates: **1<sup>st</sup> July – 5<sup>th</sup> July 2024**

Work experience enables young people to understand the importance of key skills such as communication, working in a team, independence and reliability. It highlights the formalities of work, such as dress-code, appropriate interactions and timekeeping and how these differ from the school environment.

Work experience is not an opportunity to have a practise run at a chosen career or job. It is therefore imperative that the expectations of both students and parents are realistic, even if students arrange their own placement, for example at a dental practice, it is highly unlikely that there will be any opportunity to undertake anything other than administrative duties and observations of key professionals at work. Employers try very hard to give our students a realistic view of their working environment, but they are constrained by rules and regulations relating to under 16's in the workplace.

## **Work Placements**

There are two kinds of placement for Work Experience (WEX), both necessitating a partnership between school, home, employers, and The Employability Partnership (TEP).

TEP work very hard to secure as many placements with local employers as possible. However, with literally thousands of students across the county out on placements every year, it is becoming increasingly necessary and popular for students to arrange their own placements. There are strict protocols that must be adhered to or the placement may not be able to proceed.

## **Student Own Placement (SOP)**

Students who wish to arrange their own placements follow a slightly different pathway. It is the student's responsibility to locate and contact a prospective employer. **STUDENTS MUST NOT CONTACT ANY LOCAL EMPLOYER ON THE DATABASE FOR A SOP. IF THEY DO, THIS MUST BE AN EXTRA PLACEMENT TO THE ONE THAT IS BEING OFFERED ON THE DATABASE.** This is because we need to be fair when placing students with an employer. There is no shortcut and no first come, first served.

In almost all circumstances, TEP and myself recommend that a student does not work under the direct supervision of parents or carers. It is, however, usually acceptable for a student to apply for a placement within the same company.

If the employer is willing to take a student on a placement, the student must collect a SOP form from me as soon as possible, if they do not already have one. Parents and employers then complete the appropriate sections of the form and return it to me and before the published deadline. TEP will then visit the employer's premises to ensure compliance with health and safety and employment legislation. **All employers are required to have a Public Liability and Employer's Insurance.** If TEP are satisfied that everything is in order, they will let me know and I will send out the Job Description as confirmation of the placement being agreed.

As the employer will have already met the student, in most cases, it may not be necessary for the pupil to attend another formal interview, but this is the decision for the employer. I would advise that the student should make a call still before they start the placement.

## College/TEP Placements

TEP will send me details of all the employers who have agreed to take our students on a WEX placement.



Following the Parent Information Evening, I will be giving out login details to the database, so students are able to look at the variety of placements available to them. Students will be able to login at home so they will be able to discuss with parents where they would like to go.

Students will need to choose **3** placements. **They will be required to write a statement for each one telling me why they want to go there.** Each chosen placement will be considered as equal. I cannot guarantee that they will be placed with any of their choices because there are not enough places at their chosen preferences. If this happens, then I will have a discussion with your son/daughter, and we will talk about an alternative placement. I make the decision on who is going to a placement based on what is written in their statement.

## **THE DATABASE NEEDS COMPLETING BY 28<sup>th</sup> March 2024, LATEST.**

Once a placement has been agreed, I will send out to parents the job description and an Agreement. The Agreement is a document that needs signing by the student and a parent. It is essential that I receive the Agreement as soon as the student and a parent have signed it. **NO PLACEMENT CAN TAKE PLACE UNTIL THIS DOCUMENT HAS BEEN SIGNED AND RETURNED TO ME.** The Agreement puts in place essential undertakings and insurances, it also tells me that parents/carers have seen the information and know where their son/daughter is going.

**Students** will need to contact the employer once this information has been received. **All students need to do this at least 6 weeks BEFORE (deadline 17<sup>th</sup> May 2024)** the placement starts. Some employers are happy to talk over the telephone, but most like to meet the student and have an interview with them. **Some employers will not sign their Agreement until this has happened.**

### **Telephone Script for Students**

**On receiving your work experience paperwork, it will have the name and contact details of your employer.**

- (Hello, Good morning, Good afternoon, Good evening)
- My name is ....., I am a student of Ely College.
- I would like to speak to (Mr, Ms, Mrs ..... ) in regard to work experience in July.
- I would like to arrange a date and time to come and introduce myself before work experience starts and get my paperwork signed off and approved first.

**Once date and time of your appointment has been confirmed...**

- Thank you for this opportunity, I'll see you then.
- Goodbye.



## Work Experience Preparation

Students will have some preparation lessons for work experience during one of the PLEDGES Days in the Summer term. This will consist of health & safety, interview techniques, what to/not to wear.



## Placement Workbooks and Visits

Before their placement begins, all students will be given a work experience book. These are provided by TEP. Students are asked to look after this book as it will be beneficial to them when they are completing their college application forms the following year or if they ever need a reference.

There are several sections that students need to complete before and after the placement, but the main body of the work will be undertaken during the placement.

Students need to take the book with them to work **every** day. There are sections within the book that will need to be completed by the employer. It is important that pupils complete the book daily whilst their experiences are fresh in their mind. There will be an opportunity when the students return to school to reflect on their experiences of the work; the more information they have recorded the more they will benefit from it. Please support your son/daughter with this task by checking their booklet regularly and reminding them to complete it to the best of their ability.

Due to WEX only being a week, employers will be contacted by phone over the week.



## **Attendance**

Your son/daughter is expected to attend the place of work during the hours stated on the job description. When students are choosing placements, they must ensure that they are able to commute to and from work. If there is a genuine reason why a pupil cannot work to the stipulated hours, please discuss this with me in the first instance. Employers are usually very flexible and will fit with students catching the school bus to and from home each day.

Should a student be unable to attend work as a result of illness, parents should contact the employer first and then me. However, as WEX only lasts for a relatively short period of time, it is hoped that all students will make every effort to achieve 100% attendance at their placement.

**Please do not book any non-essential appointments or holidays during this time.**

## **Problems during the placement**

In the unlikely event that there is any kind of issue, problem, nagging concerns, etc. during the placement, please contact me immediately.

**Students are asked NOT to go on any networking site stating they have a problem.**

I will be available in school between the hours of 8.00am and 4.00pm on telephone number 01353 652800. If I am away from my office, please leave a voicemail and I will return your call as soon as I can. I can also be contacted by email: [llambo-hills@elycollege.co.uk](mailto:llambo-hills@elycollege.co.uk)

## **Post Placement**

At the end of the placement all students will be asked to complete an evaluation questionnaire by TEP and any concerns or worries are followed up with employers, school and the student. Suggestions put forward by students for improvement are often adopted as part of a continuous assessment and evaluation process within TEP team.