

## Guidance notes for parents/carers

### KEY POINTS IN SUMMARY

Work experience week is limited to Monday 8th July to Friday 12<sup>th</sup> July 2024 for all students

- You can start searching for your placement NOW. To access Link2 you will need your PIN number from school - ask your tutor or Careers Adviser: [wendy.watson@ansford.net](mailto:wendy.watson@ansford.net)
- Any out of county placements will need to be agreed on an individual basis
- It is the responsibility of students to find their own placements given the guidance and support provided.
- Students MUST notify Wendy once they have a confirmed placement so that Health and Safety paperwork can be completed
- The deadline for submission of confirmed placements to school is Friday 29th March 2024
- Taking part in Work experience is expected from all students
- Students can ask for support and guidance from Independent Careers Adviser/Block Work Experience Co-ordinator, Wendy Watson: [wendy.watson@ansford.net](mailto:wendy.watson@ansford.net)

### *How do students find work experience placements?*

Students need to find their own work experience placements either through using the Link2 database, or through their own contact with employers.

1. The Link2 database <https://ssp.learnaboutwork.net/log-in-student.asp> contains information on businesses that have provided work experience opportunities before. Students can access the Link2 database online using their individual PIN number issued by school. They will have time in PSHCE lessons to do this as well as from home

-Log on to the site

-Select 'student'

-Select 'Ansford' from the school name drop down menu

-Log in using student name (**First Name then Surname**) and PIN number

Students can then follow the online student guide as needed to search employers, select placements and follow details on how to apply to them for work experience. Students will be supported in a session run by their PSHCE tutor to do this.

***\*It is advisable to apply to at least 3 employers in order to increase chances of being offered a placement\****

## Year 10 Work Experience – 8th July 2024 to 12th July 2024



- Once you and an employer have agreed a placement, you need to give details and the job number from Link2 to the work experience co-ordinator in school, Wendy Watson.
- You will be given a parental consent, employer agreement and medical forms for the placement.

***\*The student is required to get all 3 forms completed, signed and returned to Wendy in order for the placement to be processed and any health and safety visits to be completed.***

***\*Once you have submitted this placement you have made a commitment to undertake work experience with that employer. Please be certain of your choice before submitting the forms***

**2. Finding a placement not on Link2.** It is possible to find your own placement and a health and safety visit must then be arranged.

- To find your own placement, you may want to ask family, friends, neighbours or someone you already work for part time.

- You may wish to search for a particular type of employer. You can search types of employers by location by using [www.yell.com](http://www.yell.com) and other local business directories.

- Once an employer has confirmed a placement, you need to give details to Wendy in school.

- You will be given an 'Own work placement' form which needs to be completed with details of the employer in order for the placement to be processed and a health and safety visit to be completed.

***\*Please check the employer has liability insurance. If they do not then they cannot offer a work experience placement.***

### **Are there limitations on what work placements students can do?**

**Yes - there are limitations on what type of placements a student may undertake due to health and safety regulations, such as:**

- Working above a certain height; working night shifts, personal care, for example.
- Work placements abroad cannot be authorised
- Work placements in other counties may be possible but will need to be discussed on an individual basis
- ***NO placement can be approved if the employer does not have employer's liability insurance***

### **How can parents/carers help?**

- Help your child find a placement. Although Link2 offers a bank of registered placements, there is no guarantee they will get the one they want – especially if it is a popular one. They may need to search for their own placement not on the database.

## Year 10 Work Experience – 8th July 2024 to 12th July 2024



- Please ensure all consent forms and paperwork are completed and returned promptly. **The deadline is March 29th 2024**
- Help them to apply to the employer and prepare for an interview, as needed.
- Encourage them to research the company they would like to work for on websites etc and encourage them to ask questions and be positive at the placement to get the most from the experience.
- Ensure they attend the placement punctually and report any absence or problems to the school and employer immediately.
- Support them in completing their work experience diary. These will be given out during a briefing session prior to the week.