

Work Experience

24 - 28 June 2019



Work Experience 2018-19

What you need to know:

- Work experience is a compulsory part of the Year 10 curriculum at Redmoor Academy. It takes place during REC week which is 24 - 28 June 2019.
- Why:
 - provides opportunities to develop transferable skills e.g. communication skills, time management
 - College applications include a section on work experience - provides you with evidence for this (You still need to apply to a college even if you're thinking of an apprenticeship)
 - In the past, students have been offered apprenticeships or part time/saturday jobs as a result of a successful work placement.



Work Experience 2018-19

The Process

- We use the services of the Leicester Education Business Company (LEBC) to support us in this process, as we do not have the necessary resources in-house.
- LEBC provide a list of sectors for you to choose from. Make sure you read them carefully.
 - E.g. If you select the Retail Business, you might be placed in a shop. General duties might include putting stock out, tidying, pricing/labeling - this might be your routine every day. You might not be old enough to operate the till.
 - Be realistic in your expectations, work experience gives you an experience of work - often you start at the bottom and work your way up. Not many people start off as Managers!



Work Experience 2018-19

Two Options

1. Students choose two preferred industry sectors from LEBC's Student Directory and ask LEBC to find a placement on their behalf. For this option, you need to complete the main Redmoor Application Form.

OR

2. Students identify a company that they would like to work for and get agreement from that company that work experience can go ahead (and take place week commencing 24th June 2019). For this option you need to complete the main Redmoor Application Form and arrange for the Self-Placement Form to be completed by the employer.



Work Experience 2018-19

Key Facts

- The fee is £35 per placement, which should be made on ParentMail.
- Completed forms must be returned to tutors by Tuesday 23rd October (Tuesday after October half term).
- To encourage greater independence and communication skills, we ask that students avoid arranging placements at their parents' place of work.
- Forms cannot be processed without the fee (due 23rd October).



Work Experience 2018-19

Key Dates

October 23rd (Tuesday)

All completed forms must be returned to tutors and the £35 payment made via ParentMail – there are no extensions.

October 24th (Wednesday)

Tutors to return all signed and checked forms to Mrs Pither

October 29th (Monday)

Mrs Pither to check and submit all forms to LEBC for processing

November to April

LEBC find, approve and check all placements

May 2019

Students are notified of their confirmed placements

June 24th to June 28th 2019

Work Experience week



Work Experience 2018-19

Feedback from last year's students

- What did you enjoy or find most useful about your work experience?

'Gained more confidence talking to new people, adults in particular.'

'Learning patience and being more tolerant of others.'

'Experience of how to conduct myself in a more professional environment.'

'Boosted my self confidence.'

'I now know what I want to do.'



Work Experience 2018-19

Feedback from last year's students

- What did you not enjoy or find least useful about your work experience?

'the early start'

'filing and paperwork'

'repetitive tasks'

'the heat'

'stacking shelves'



Work Experience 2018-19

Feedback from last year's students

- What advice would you give next year's Year 10 students, when they are sorting out their work experience placements?

'Find a self placement'

'Don't do what your friends are doing, do what you want to do'

'Make the most of the opportunity and do something you enjoy'

'Don't be nervous'

'Be organised'



Work Experience 2018-19

All information will be given out during PSHCE tomorrow.

The information will also be on the website, under Redmoor Futures - Careers



Option One: LEBC Placement



**A guide to choosing work placements
2018/19**

**Go through the
Student Directory
you have been
given**



Option One: LEBC Placement

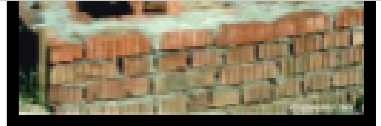
Have a good look
at the different
industries.

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Option One: LEBC Placement

Take note of those jobs where self-placement is recommended.



ARCHITECTURAL TECHNICIAN / DESIGN ASSISTANT/ PROFESSIONAL ENGINEER'S ASSISTANT

Limited Availability – Self Placement Advised

- Observing a skilled technician
- Assisting with the research, plans, designs and administration for building projects
- General administration tasks (photocopying, filing and telephone work)
- Preparing, tracing / copying simple drawings, sketches and plans
- CAD / computer work
- Operating print machines
- This placement may mainly be office based, but some site visits may be possible
- Assisting with the civil engineer / structural engineer
- Assisting the quantity surveyor
- CAD / design / drawings
- Assisting with site surveys
- Observing construction on sites
- Producing bills of quantities
- Assessing tenders received from contractors
- Attending meetings with clients
- Liaising with service providers
- Maintaining project files and general administration tasks

General Construction Assistant *Placements Available – High Demand*

- Work on industrial sites / commercial and domestic properties
- General building tasks (basic bricklaying, mixing cement and mortar)

Option One: LEBC Placement

Neatly complete the main application form (this is sent to employers as well as LEBC).

Extra copies can be downloaded from the school website...



30 Frog Island
Leicester
LE3 5AG
Tel: 0116 240 7270 Fax: 0116 240 7001

WORK EXPERIENCE PLACEMENT APPLICATION FORM 2018/2019 Redmoor Academy

START DATE: 24 JUNE 2019 END DATE: 28 JUNE 2019 TUTOR GROUP: _____

STUDENT DETAILS

Male Female

First Name Surname Date of Birth/...../.....

Home Address Postcode

Tel Number Email Address

SELF PLACEMENTS

If a company has agreed to offer you work experience, please complete and attach a Self Placement form and make sure that it is signed by the employer. We are unable to process a Self Placement without a fully completed form.

A Self Placement is compulsory for: **DANCE, MEDIA, THEATRE, UNIFORMED SERVICES** and **NHS HOSPITALS**. Please **DO NOT** put these as a choice below as we will be unable to find you a placement and this will delay your application!

* A self-placement is also advised if you would like a **Design/Creative** role.

Option One: LEBC Placement

Tick at least 2 sectors you would like to work in.

You can also give details about specific jobs below.

WORK EXPERIENCE CHOICES

* SPORT AND LEISURE: Compulsory swim test for placements, details of the swim test are in the student directory.

Please choose at least 2 sectors below and number them 1 for first choice and 2 for second choice.

Business Administration, Finance and Legal	<input type="checkbox"/>	Hair and Beauty	<input type="checkbox"/>	Engineering (Electrical and Mechanical)	<input type="checkbox"/>
Manufacturing	<input type="checkbox"/>	Construction and the Built Environment	<input type="checkbox"/>	Hospitality	<input type="checkbox"/>
Environmental and Land-Based Studies	<input type="checkbox"/>	Retail Business	<input type="checkbox"/>	* Sport, Active Leisure And Tourism	<input type="checkbox"/>
* Creative and Media	<input type="checkbox"/>	Society, Health and Development	<input type="checkbox"/>	Public Services	<input type="checkbox"/>
IT (Information Technology)	<input type="checkbox"/>				

Using the student directory please provide the sub categories you would prefer for each sector choice:

1st Choice Subcategory 1:.....2.....

2nd Choice Subcategory 1:.....2.....

3rd Choice Subcategory 1:.....2.....

If you chose TEACHING ASSISTANT then please tell us what primary school you attended:

.....

Option One: LEBC Placement

The further you can travel, the more likely it will be that LEBC can match you to a chosen industry. It's only for one week, try not to restrict your choices by limiting the areas you can get to.

TRAVEL

How are you willing to travel to your placement?

1 Bus 2 Buses Walk Lift with Parent Cycle

Please tell us the areas where you can travel to and make sure that you can travel to the places ticked.

Please indicate a minimum of 4/5 areas.

Hinckley	<input type="checkbox"/>	Barwell	<input type="checkbox"/>	Earl Shilton	<input type="checkbox"/>
Desford	<input type="checkbox"/>	Market Bosworth	<input type="checkbox"/>	Nuneaton	<input type="checkbox"/>
Atherstone	<input type="checkbox"/>	Sapcote	<input type="checkbox"/>	Stoke Golding	<input type="checkbox"/>

I am willing to travel further for a placement within my sector choices if available

Are there any other areas of Leicester/Leicestershire you could travel to?

.....

.....



Option One: LEBC Placement

This is your opportunity to 'sell' the positives about you to a potential employer and tell them a little more about you.

ABOUT ME

What personal qualities do you think you can bring to your placement?

.....

.....

What hobbies and interests do you have?

.....

.....

What career would you like to go into in the future?

.....

.....

What are your plans at the end of this academic year e.g. AS Levels, University, Apprentice

.....



Option One: LEBC Placement

Important information that the employer needs to know about...

WORK EXPERIENCE PLACEMENT – DATA AGREEMENT

In order to provide and process a work experience placement, LEBC requires some specific information which we need to pass on to the employer so that they can provide a suitable experience and do everything reasonable to protect your Health, Safety and Welfare.

- By ticking this box I consent to LEBC holding my personal details for the purposes of arranging my placement.
- I understand that I can ask for my data to be permanently removed from the records following my placement and that to make this request I have to send an email to contactus@leics-ebc.org.uk

Privacy Statement – We like to keep in touch with you about the service in which you are participating and other services we offer to young people. We will never sell your data and we promise to keep your details safe and secure. You can change your mind at any time by emailing contactus@leics-ebc.org.uk

For further details on how your data is used and stored, please visit www.leics-ebc.org.uk/privacypolicy

If there is any other information you think would be relevant for us to know, please could you provide it below: (e.g. **Special Needs Statement/EHC PLAN**, any involvement with the Youth Offending Team or Criminal Record).

Option One: LEBC Placement

The form must be signed by the parent and the student or it won't be processed.

PARENTS / LEGALLY RESPONSIBLE PERSON – GUIDELINES

Work Experience Placement choices – these should be discussed with the student and agreed by you. You will receive details of the placement and will be asked to sign an agreement to it.

Hours of placement – these are shown on the Placement Description. Saturdays and evening work should be discussed at the pre-placement meeting and will be optional but some placements might reasonably expect students to work these times.

The employer will have assessed the Health, Safety and Welfare arrangements of a work experience placement for a young person.

The risk assessment forms part of the Work Experience Agreement which you will receive and need to sign.

Please can you check that the **health information on Page 2** is sufficient to inform the placement provider of any health issues or additional needs relevant to the work experience placement?

By ticking this box I consent to LEBC holding and using the data for the young person for whom I am legally responsible. I understand that I can ask for the data to be permanently removed from the records and that to make this request I have to send an email to contactus@leics-ebc.org.uk

PARENT/LEGALLY RESPONSIBLE PERSON

I agree to the learner's choices of placement.

Name

Signature

Date

LEARNER

I have completed this form and made choices for my work experience
I agree to the use of data as described above.

Signed

Date.....



Option Two: Self-Placement

If there is a specific job that you really want to do for Work Experience, we recommend that you go down the self-placement route.

You will need to contact relevant employers to discuss this with them and get their agreement that will offer you a placement.

The placement must take place from June 24th - 28th 2019.

You will need to arrange for the employer to complete and sign the Self-Placement form. This needs to be handed in by Tuesday 23rd October, along with the main Redmoor Application Form. You also need to pay the £35 fee.

LEBC will then carry out checks to make sure that it is a suitable placement.

Option Two: Self-Placement



Leicestershire Education Business Company

30 Frog Island
Leicester
LE3 5AG

Tel: 0116 240 7270 Fax: 0116 240 7001

SELF PLACEMENT FORM 2018/19

Student - This form is to be taken to the company you wish to work with and be completed by your employer.

Please note you can only find a Self-Placement in Leicestershire and the following areas: Derbyshire, Rugby Nottinghamshire, Lincolnshire and Rutland, Northamptonshire, Atherstone, Nuneaton and Bedworth.

Important: students please note you must also complete an application form!

Extra copies can be downloaded from the school website...



Option Two: Self-Placement

If you are considering the Self-Placement, you really need to get in contacts with employers as soon as possible to make sure you can get the form signed in time for the deadline.



Work Experience 2018-19

Please don't leave it until the deadline to hand your forms in to your tutor as that leaves us very little time to sort out any issues that may arise.

Remember: forms cannot be processed unless we have received the £35 payment.

Questions?

Please direct any questions to your tutor in the first instance.

