



BROADWAY ACADEMY

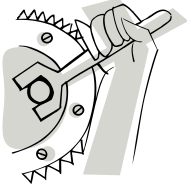
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Our Children, Our Community, Believe it can be done!



A student and parent guide for work experience





SECTION 1

A PUPIL GUIDE TO WORK EXPERIENCE



Work experience

Who:

Mrs Weddle Careers Advisor will oversee work experience and makes sure placements are Health and safety checked and arranges for staff to check everything is okay when you are on your work experience.

The SSM and SSA will be working with tutors to ensure that students find and arrange placements, gives out letters and permission slips etc. They will also provide your work experience log book and check it at the end of your placement.

If you do well and attend, on time everyday you get a work experience certificate. There is also a prize for work experience pupil of the year which is awarded with consultation between your employer and work experience visiting tutor.

Form Tutors will support you and the Student Support Team in ensuring you have all the support that you need in order to secure a placement that is suitable for you. The first stage will be identifying your areas of interest. Please consider your goals and aspirations and try and choose a placement that you may consider as a future career. This in some cases may be difficult because of your age or the vocation and may mean that you have to do observations.

Mrs Weddle your work experience advisor can give you guidance about your choice of career and or work experience. She is in school on Tuesdays, Wednesdays and Thursdays and is based in the CEIAG room on the purple corridor.

Other Support available: Student support Assistants, guidance teachers, subject teachers, parents and older students can all help by giving you advice about work experience and possible placements. The success at schools website information on registering has already been provided to your child. Do register on www.successatschool.org.

Where:

You have the opportunity to choose where you do your work experience but you must try to arrange it yourself. Last year placements varied from local shops to The Children's Hospital to solicitors offices to Cadburys World. Do remember you will probably need to travel to your placement. Quite often the most exciting placements are the ones that are furthest away. There is also nothing to stop you doing your work experience away from Birmingham as long as we can get a health and safety check done. Make it a meaningful placement, remember you will have to travel for your final job.

Monday 4th July - Friday 15th July.

When

The sooner you arrange your work experience the better. Take it as a bit of a race to try to beat everyone else to the best placements. Remember you are not only up against students from Broadway but against students from other schools who might be doing their work experience at the same time as you.

Remember lots of schools/colleges send their students out the same week that you are going so it is important to make contact and secure a placement as soon as possible.

Do some research about careers that interest you! See the recommended websites to help you.

Career Profile 1

Job title:	
What's involved:	
Right for me:	
Get started:	
Job description:	

Career Profile 2

Job title:	
What's involved:	
Right for me:	
Get started:	
Job description:	



SECTION 2

THE PARENT GUIDE TO WORK EXPERIENCE



What are the benefits of work experience for your son/daughter?

Work experience provides children with the chance to experience the world of work. It is a preparation for what all students will face when they leave fulltime education.

A few of the many benefits are:

- Broadening students understanding of being in regular employment including being punctual, acting responsibly, doing routine tasks, and following instructions.
- Developing skills for work such as working with customers, learning new skills and using their initiative to deal with different situations.
- An exposure to the world of work can help students develop a more mature attitude and increased motivation to study
- There is the chance to practise knowledge and skills learnt in the classroom in a work setting.
- Students have a chance to gain an understanding of a career path or opportunity from firsthand experience.
- Students gain a better understanding of how organisations work and what the work environment is like.
- Students have an opportunity to see the relevance of their school subjects to the work environment.
- Students increase their awareness of the range of opportunities within different organisations.

Expectations of the student

- ✓ To find a placement through their own initiative
- ✓ Attend every day
- ✓ Be punctual
- ✓ To contact the employer and the school if they are unable to attend
- ✓ Wear appropriate clothing
- ✓ Use appropriate language and behaviour
- ✓ Obey instructions
- ✓ Be keen and willing to learn

Why is work experience valued by employers?

Employers value work experience because...

- ...it helps young people to develop interpersonal skills with adults and become more aware of how typical businesses work.'
- ...it puts students into real work situations, and they begin to develop an awareness of many aspects of working life which can be extremely difficult to convey in school.'
- ...many students are inspired by their work experience and having a career goal motivates them to achieve more in school. Some students are motivated to achieve more because they see how mundane the working lives of some unskilled staff can be without qualifications.'
- ...many of the skills that employers want from an employee can be developed and refined during a work experience placement.'

These skills are common to nearly all sectors of the work environment and include:

- Good verbal and written communication;
- Being able to work with others;
- Being good at planning and organising;
- Being able to use their own judgement in different situations;
- Showing initiative and being self-motivated;
- Having the ability to solve problems;
- Being able to complete a task on time and to a budget;
- Being ICT literate;
- Being competent at working with numbers, data, and information

Logbooks

Every student is asked to complete a logbook during their work experience week. Before work experience the student chooses appropriate tasks to complete and has to work with the placement provider to accomplish those tasks. When the student returns to school, the completed logbook is collected in. These logbooks are checked and certificates issued to successful students. The certificate and logbook can be used by the student when applying for college, university, or employment and are also evidence used in some of our BTec and Asdan or Work Skills courses.

Travel

When finding a work experience placement please be aware of travelling expenses and timetables. The academy is unable to pay for or arrange transport. Please check the Travel guidance page given to the students for instructions on how to find their own way to a placement by public transport.

Health and Safety

All placements are subject to the employer having a valid Employers Liability Insurance Certificate.

Responsibilities and Requirements

The school activity has been organised in accordance with the Education (Work Experience) Act of 1996.

All companies and organisations offering work experience will be required to sign a letter of understanding covering the following points:

- ✓ The student will be given meaningful work, planned by a responsible person. They will be given appropriate instruction before and during operation of any machinery or equipment
- ✓ The employer will ensure that the student is not required to operate any hazardous machinery
- ✓ Students will not receive payment for this work experience in accordance with the terms of The Education (Work Experience) Act
- ✓ Students will not be allowed to work outside of the hours agreed in the job description.
- ✓ The employer will, as they would for paid employees, accept or insure against liability for loss, damage or injury caused by the student while on work experience with the organisation, to the employer's property, other employees or a third party

Your daughter/son will be asked to sign an agreement stating that they will not disclose any information confidential to the employer without the employer's approval and that they will obey all safety, security and other instructions given by the employer.

You will be asked to ensure that your daughter/son keeps to this agreement and to confirm that they are not suffering from any medical condition which could create a hazard either to your daughter/son or those working with them. You will be required to agree to release medical information to the employer if it is felt in doing so it will ensure that your child is safe at the placement.

If you or your parents have any work experience queries or any other queries not relating to work experience but regarding any other information advice and guidance email to careers@broadway-academy.co.uk.

Please allow 48 hours for us to get back to you.

USEFUL WEBSITES

The Birmingham & Solihull Connexions website offers access to a range of services:

www.broadway-academy.co.uk

www.successatschool.org

www.apprenticeships.org.uk

<http://ema.direct.gov.uk>

www.aimhigher.ac.uk

www.ucas.ac.uk

www.icould.com

www.plotr.co.uk