



Work Experience Opportunities 2018-19

Mr J Green
Mrs G Mason

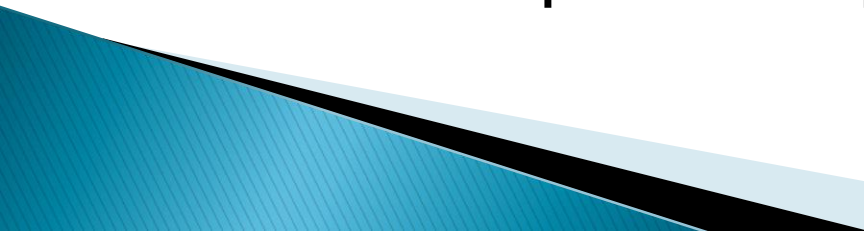
futurework

Thursday 25th September 2018

A single Opportunity for Work Experience

- ▶ **During the allocated Work Experience week:
Mon 15th – Fri 19th July 2019**

The Process – Preparation

- ▶ Career Choice: Think carefully about the sector you are thinking about working in.
 - ▶ Discuss this opportunity with your parents / carer / tutor, then collect an application form from your tutor or Mrs Mason.
 - ▶ Find a provider and contact them requesting a Work Experience placement.
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The Process – Organisation

- ▶ Ask the provider to complete the placement form
 - Check all information is completed
 - Check the form is signed and dated

- ▶ This information will then be checked by Mrs Mason, before it is sent to Futureworks.

- ▶ Deadlines for Forms to be returned:

Summer Term Placement (**Form Return Window**)
 :**Mon 7th Jan – Fri 11th Jan**

NO FORMS WILL BE ACCEPTED
AFTER – 11th Jan 2019



Work Experience Placement Form

Wednesday Afternoon Sessions

Learner Details

Learner Name: _____ Tutor Group: _____

Learner Age: Under 16= 16-17= 18 plus= (tick appropriate box) Gender: Male = Female=

Notes: Medical conditions

Placement Details (please print clearly)

Placement Start Date: _____ Placement End Date: _____

Business Name: _____ Tel Number: _____

Contact Name: _____ Email: _____

Contact Position: _____

Business Address: _____

Postcode: _____

Location of placement if different to the above: _____

Signature: _____ Date: _____

Description of Duties: _____

Proposed days =Mon =Tues =Wed =Thurs =Fri =Sat =Sun

Travel Arrangements: _____

Report to: _____ Start Time: _____

Dress Code/ PPE: _____ Meal Arrangements: _____

Insurance

In order for a company to take on a learner for work experience they MUST have the necessary insurances in place.

Insurance Company Name: _____

Employer Liability Insurance Yes= No= Policy Number: _____ Expiry Date: _____

Public Liability Insurance Yes= No= Policy Number: _____ Expiry Date: _____

Parent/Carer Agreement

As a responsible parent/guardian I confirm the above learner participating in the work experience at the above arranged placement.

I agree for any medical information listed on this sheet to be passed onto the employer.

Parent/Guardian Signature: _____ Relationship to Student: _____ Date: _____

School Agreement

I agree to this placement, subject to a successful health and safety assessment.

Name: _____ Signature: _____ Position: _____ Date: _____

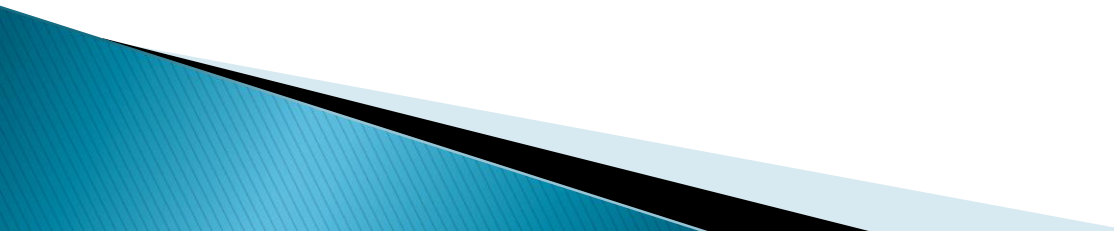
The Process – Processing

- ▶ Futureworks will then carry out a risk assessment of your placement to ensure it is safe and meets all safeguarding standards.
- ▶ Once your placement has been vetted, you will be notified if your Work Experience has been granted.

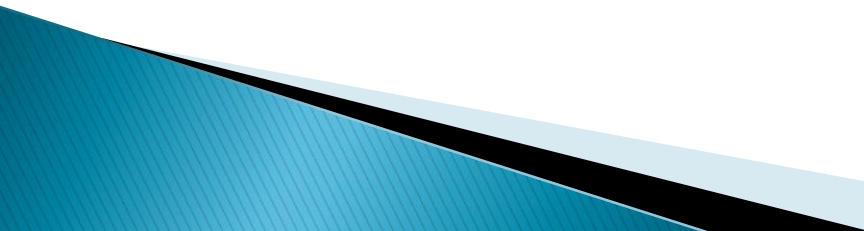
Please note: **The school reserves the right to remove any pupil from the activity at any time if the attitude and behaviour of that pupil does not come up to the high expectations of this school. We monitor student behaviour and achievement very closely using a points system and this will be used to decide if a pupil can attend a trip, visit or work placement.**

A final decision will be made by your Head of Year, Pastoral Managers.

The Process – Implementation

- ▶ You will be expected to attend all organised days at your placement and must inform the school if you are ill or cannot attend for any reason.
 - ▶ You must act in a mature and sensible manner at all times and inform Mr Green of any issues/concerns as they arise.
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Additional Information

- ▶ Summer placements should last a whole week
 - ▶ No payment of wages is made by the employer
 - ▶ Students are responsible for their own travel arrangements and lunch.
 - ▶ Students hours of work can be arranged with the employer between the hours of 8am – 5.30pm Monday to Friday
 - ▶ Placements depend on the goodwill of employers
 - ▶ Whilst on placement, students are covered by the employers own insurance policies
 - ▶ It costs the college £20.00 per placement so attendance is imperative, any alterations incur an additional £20 charge.
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Finally

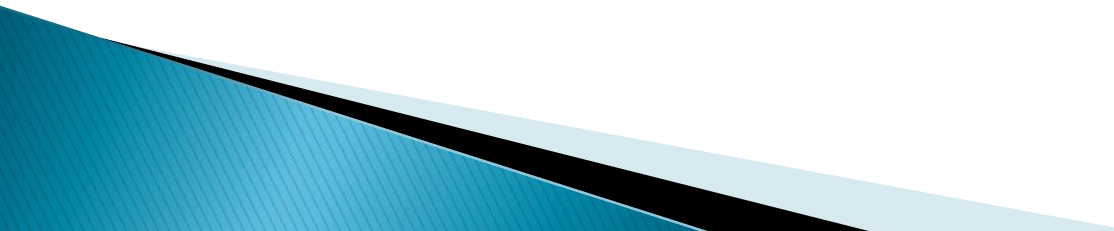
- ▶ You should organise yourself a high quality work placement, that confirms your career aspirations and pathway.
- ▶ You should discuss pathway opportunities with the provider whilst on placement.

IT IS YOUR RESPONSIBILITY TO FIND AND ORGANISE YOUR OWN PLACEMENT, THEN THE SCHOOL AND FUTUREWORKS WILL WORK TOGETHER TO ENSURE THAT YOUR PLACEMENT IS SUITABLE FOR YOU TO ATTEND.

Health Care Placements

- ▶ You can organise a placement at a local care home, doctor's surgery or Physiotherapists.

however

- ▶ Please be aware due to confidentiality, you would never be allowed to meet patients inside consultation rooms.
 - ▶ No hospital WE placements will be allowed for Sunderland Royal Hospital, however they are organising a 'Taster Week' in the summer term to look at the different roles within the hospital.
 - ▶ *(No patient contact will be allowed during this week.)*
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Questions?

- ▶ If you have any questions regarding your work experience, please speak to Mrs Mason, Your Head of House or Mr Green for advice / support.

DO NOT CONTACT FUTUREWORKS –
ALL CORROSPONDANCE MUST GO THROUGH
MRS MASON .