



St Robert of Newminster Catholic School and Sixth Form College

Work Experience Opportunities 2023-24

Mr J Green

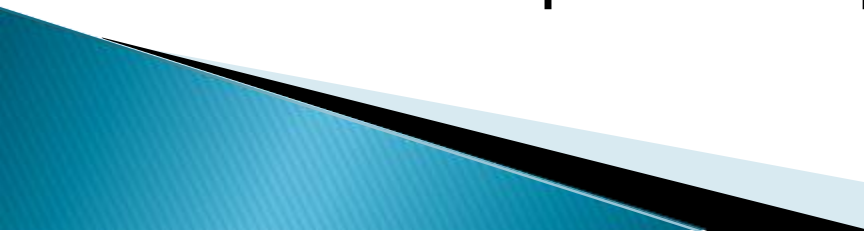
futurework 

Thursday 14th September 2023

A single Opportunity for Work Experience

- ▶ **During the allocated Work Experience week:
Mon 15th – Friday 19th July 2024**

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 the student office
 - ▶ Find a provider and contact them requesting a Work Experience placement.
- 

Vetting the Company

Unifrog Placements tool: FAQs
24th April 2022

1
Pupil Enters Details
Of Company



2
Company fills in
their Section

3
Parent/Carer
Gives consent



Oh yes! You've been invited to agree to an In-person Placement

Let's make it happen

Thank you for inviting you to do the Parent / Guardian agreement form. This will only take a few moments, the placement coordinator will email you if it is not completed.

Work and End Date:

14 February 2022

Location:

London

Employer:

Lottie's little bakery

Placement type:

In-person

4



**School reviews
Risk Rating**



High, Medium or Low Risk

Y10 – Work Experience 2023–24

- ▶ Work Experience week will take part : **Mon 15th – Fri 19th July 24**
(Last week of this academic year)
- ▶ Pupils/parents/carers expected to find a high quality Placement.

PROCESS

- ▶ Find/contact a provider then complete the placement form on UNIFROG
 - Check all information has been entered.
 - The form/email will be sent to employer.
- ▶ This information will then be checked by school, consent from parents obtained then RISK RATING ASSIGNED
- ▶ MEDIUM/HIGH RISK PLACEMENTS WILL REQUIRE FURTHER VETTING. (Additional Form to be completed)
- ▶ Deadlines for Forms to be returned by company: : **Friday 12th January 2023**

**NO FORMS WILL BE PROCESSED
AFTER THIS DATE**

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

- ▶ The school or Third Party Company 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.

Students can request an impartial careers interview with Tracey Green our Careers Advisor later in the year.

Digital Form HIGH RISK– Preferred Method

PARENT SECTION – DIGITAL FORM



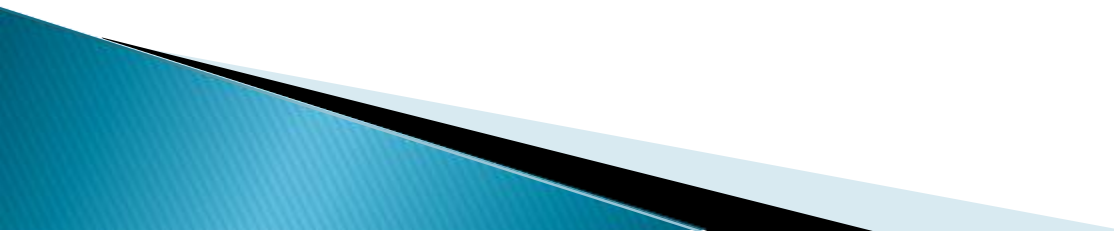
SCAN QR CODE OR FOLLOW: <https://forms.office.com/r/UPwMfuGKz4>

EMPLOYER SECTION – DIGITAL FORM



SCAN QR CODE OR FOLLOW: <https://forms.office.com/r/nFzFC6sjUU>

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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Finally

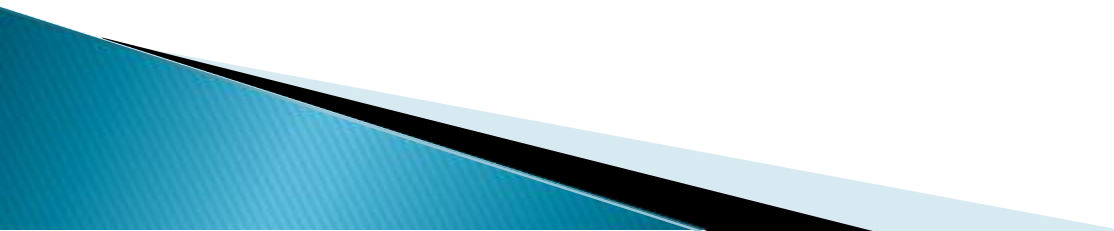
- ▶ You should organise yourself a high quality work placement, that confirms your career aspirations and pathway.
- ▶ You should discuss pathway opportunities with the provider whilst on placement.

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 Green, Your Tutor / Head of House or Mr Green for advice / support.

**ALL CORROSPONDANCE MUST GO THROUGH
the student office.**

Online Questionnaire



CEIAG Questionnaires



Use the links on this page to ensure we have a clear understanding of your career aspirations and dreams. If you are a parent/carer or an employer, please follow the links below to provide feedback on our Careers Education Provision or provide us with details of how you wish to work with our school.

All Pupils in Years 7-13 need to update their careers aspirations each academic year, to ensure we have a clear picture of your interests and ambitions. This will ensure we can provide you with the correct information, opportunities and advice during each academic year.

