

## Work Experience. 12<sup>th</sup>-23<sup>rd</sup> May 2025: Information for Parents.

Work related learning develops students' understanding of businesses, finance, labour markets and employer needs, as well as providing opportunities to develop social and personal skills. We plan our curriculum to ensure all Year 10 students can experience this in the summer term.

<https://youtu.be/tglYdQIVcec>



### **Arranging a work experience placement:**

Students are asked, in the first instance, to try to arrange a placement for themselves. This is called a self-placement. To arrange a placement for themselves, students are asked to consider the type of placement that they are interested in. They will then need to approach the employer in person, by phone, letter or email to secure the placement. Some companies may ask for a CV. Advice on writing CV's and approaching work experience employers is provided in PSHE and as part of our students' next PD Day.

### **Things to consider when arranging a work experience placement:**

- We discourage students from working with their parents, as a major part of the experience is for the students to work with people that they have not worked with before in a new environment.
- Some placements require protective clothing, which are not always provided by the employer.
- Placements working with children or vulnerable adults may require applicants to be DBS (police) checked.
- Any student working with animals is advised to have a tetanus injection.
- It is a good idea to research transport links before deciding on a placement.

## Completing the self-placement form:

Once a work experience placement is agreed, the students are asked to complete the self-placement form with a company representative. This must be returned to Miss Passmore in the library by **28<sup>th</sup> February 2025**.

[WEX-Form.pdf \(trafalgarschool.org.uk\)](https://trafalgarschool.org.uk/WEX-Form.pdf)

The top section of this form is completed and returned to Miss Passmore in the library. This form is signed by parents, students and the employer to show that the placement has been agreed by all. The front section details the understanding that Trafalgar School has with the employer, and it is important that the employer reads this. The second page is for employer details and for the employer to record their Public Liability insurance details. The final page is the employer's health and safety check list and for signatures.

Employers accepting a student on work experience must have Public Liability and Employers Liability insurance. Once the form is handed into the library, we will call the employer to verify details and will only contact you if there is a problem with the information provided.

Any student who is unable to arrange a self-placement will work with their tutor who will help them secure a placement.

## How we support your child:

All Year 10 students took part in the Big Interview on their PD Day in November. They were asked to complete a series of activities in sessions designed to ensure they are confident in how to approach employers.

- Writing a letter of application
- Creating a CV
- Interview skills
- Mock interview with a local employer

Prior to Work Experience starting, students will be provided with a guidance booklet and assembly to ensure they are fully prepared.

## During the Placement:

**Absence/Lateness.** If a student cannot attend/will be late for any reason we ask them to contact the work placement **and** school **by phone**. If the work experience placement is closed the student must attend school that day.

**Issues/Concerns.** If a student has any issues/concerns during the work experience placement we ask their parent/carer to contact us. [WEX@trafalgarschool.org.uk](mailto:WEX@trafalgarschool.org.uk)

**Staff Visits.** During the placement, staff will call the employer to see how the student is getting on and a member of staff will visit your child.

**After the Work Experience Placement.** Students will be asked to reflect on their experience as part of their PSHE lessons following their return to school.