

# Camden School for Girls



Year 10 Work Experience

13 July – 21 July 2023

## **Parent and Student Information**

This year, Year 10 students have the opportunity to partake in our Work Experience Programme. It is incredibly important for students to enjoy experiencing the world of work first hand. Furthermore, with the current economic environment, employers place a high value on relevant work experience and an opportunity to demonstrate good employability skills. The placement will not necessarily reflect the eventual career choice of the student but should allow a broad experience of the workplace and an opportunity to develop skills for the future. These guidance notes provide the framework and procedures of the programme plus details of how to find those placements.

### **The benefits of work experience**

Work Experience helps students to:

- Understand the world of work
- Improve and appreciate their skills and talents
- Develop a sense of personal responsibility
- Gain confidence
- Accept the importance of school work and achieving good qualifications

### **Finding a placement**

Students are encouraged to organise their own placements, however it is vital that the employer details are fully completed on the form by the deadline because we need to ensure there is sufficient time for health & safety checks to be carried out.

#### **Parents and carers can help their child by:**

- Discussing types of placement that would be of interest
- Ensuring the application form is completed and returned promptly to school

Once we have received and processed your work experience form, school will confirm the details of the placement including:

- Name and address of placement provider
- Contact name and telephone number/email
- Dates and hours of work
- Brief details of the tasks and learning objectives
- Other special requirements e.g. dress code, etc.

#### **School will prepare the students before their work experience in the following areas:**

- Health and safety in the workplace
- Standard of behaviour expected
- What to do if things go wrong
- What to do if ill or unable to attend

### **During the placement**

1. On the first day of the placement, a member of school staff will phone the employer to ensure that the student has arrived.

2. Parents and carers are asked to phone at the beginning of the day if the student is going to be absent or late.

3. The school will monitor the progress made by an individual student on a placement, through either a visit or phone call made by a member of school staff during the placement.
4. The school is responsible for the student's attendance on the placement although the employer will need to monitor it for us.
5. Employers are asked to phone the school immediately if a student is absent without notification or if any other problem/query arises.

Parents and carers can help by:

- Checking that the placement is going well
- Encouraging a mature response to any difficulties
- Encouraging your child to persevere even if the placement is not what they expected
- Letting the school know if there is a real problem
- Informing the school and the employer if your child is sick

### **After the placement**

There will be a review of the placement by the Work Experience Coordinator. This will include:

- Feedback from students, parents/carers and employers
- Looking at the success of the placement and consider how the placement might be improved in the future

### **GENERAL INFORMATION**

All employers providing work experience placements must be approved to ensure appropriate health and safety arrangements are in place. You will also be asked to provide information on any relevant medical conditions that may affect the choice of placement or that the placement provider should be aware of.

Hours of work will usually be the hours worked by young employees of the organisation and will normally be longer than school hours. The hours worked by students will vary according to their placement.

Parents must assume their normal responsibilities for their child's safety and associated costs when travelling to and from a work placement.

Work experience is part of the school curriculum and therefore students are not paid. A few employers may give expenses for lunch or travel, but as employers offer placements free of charge, expenses must not be expected.

### **Reporting Accidents**

Placement providers are required to report any accident or incident involving a student to the school. If you have any concerns with regard to accidents, please contact the school.

### **A Guide to Finding Work Experience**

Work experience is a great opportunity to learn about a job or an area of work. You'll use skills that you might not even know you have, and develop new skills that will help you work better with other people now and in the future. Finding your own work placement can be a good experience. It means you have more choice and control over where you go, and it's a chance to demonstrate your organisational skills.

## **How to decide on a work placement**

You may already know what career you are interested in so the best thing to do is to look for work experience that's related to the job, or in the same sector or industry as your chosen career.

## **If you don't know what kind of job you want to do yet**

You will find information in your school planner about different types of jobs and industries under the careers section. You could also start by thinking about what subjects you enjoy.

## **Start your search**

**This is a step-by-step guide to finding companies and organisations you can ask for work experience:**

**Step 1** – If someone in your family works somewhere interesting, you can ask them if they'll contact their human resources department for you.

**Step 2** – Ask neighbours and family friends if their work would consider you for a work placement.

**Step 3** – If you already know of an organisation that interests you, do a web search for their contact details.

**Step 4** – Find employers in your local area, using some of the websites listed below. Just type in your postcode and the kind of company you are looking for.

**Step 5** – Read job adverts in the local newspaper to find employers in your area. Copies of the Camden New Journal and The Ham and High can be found in the school library.

**Step 6** – Think of companies you pass by when you are on your way to school or out shopping.

**Step 7** – Be willing to travel to other areas. This will give you more choice and open up other opportunities.

## **Get in touch**

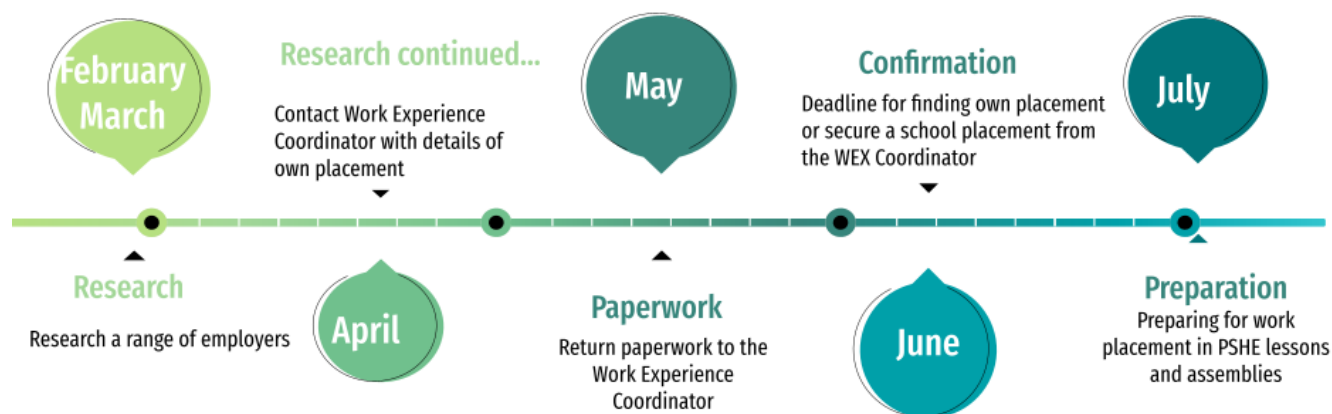
Once you have a list of companies, the next step is to contact them.

- If the company is small and in the local area you could drop in and speak to them in person.
- Larger companies may require a letter and CV. Contact the company and ask who organises work experience. Some larger companies put this information on their websites.

Please read the timeline to guide you through the process and if you have any queries regarding the programme, contact any members of staff from the list below.

## Work Experience Timeline

13th July - 21st July 2023



### Key staff contact details

- ❑ Colette Kennedy - Work Experience Coordinator  
[ckennedy@csg.school](mailto:ckennedy@csg.school)
- ❑ Lucinda Beckles - Assistant Work Experience Coordinator  
[lbeckles@csg.school](mailto:lbeckles@csg.school)
- ❑ Deirdre Toman - Assistant Headteacher Careers and Work Experience  
[dtoman@csg.school](mailto:dtoman@csg.school)

### Useful websites

[National Careers Service](#)  
[Connexions Camden](#)  
[Yell.com](#)  
[Prospects](#)  
[Unifrog](#)  
[Thomsonlocal](#)

### Linked documents

[Example CV layout](#)  
[Template for covering letter to contact employers](#)  
[Employer information form](#)

## Work Experience 13 July - 21 July 2023

This section to be completed by the employer

### Company Details

Full name of student being offered a placement:

Business/Organisation Name:

Business/Organisation Description:

Address:

Tel:

E-mail:

Contact name:

Position:

Mobile number:

Job Description:

Placement Title:

Have You Provided Placements Before: YES/NO

Students Role/Responsibilities/Tasks:

Placement Dates From:

To:

Working Hours From:

To:

Lunch Time From:

To:

Lunch Requirements (i.e. Packed Lunch, Canteen, Local Shop):

Clothing Requirements (i.e.dress code, special clothing):

Additional Information:

*"I confirm that the above named Employer can facilitate the named student a work placement on the specified dates"*

Name:

Position:

Signature:

Date: