

Work Experience Parent/Carer Guide

Monday 27th September to Friday 1st October 2021

What is work placement?

- Every Year 10 student attends a workplace environment for five consecutive days.
- There will be no lessons in school during this week.
- Students source their own placements either privately or via the online system Link2+.

What about travel arrangements?

- Students will have to travel independently, at their own cost, from home to their work placement, with your support and advice. www.traveline.info can help plan your journeys.

What can a student do for work placement?

- We advise students to look *broadly* at their current career ideas and not limit their choices to one specific area. The placement should be something that they will enjoy and will add to their personal experience.
- If a student wishes to work in a school, nursery or playgroup they should see Ms Tang first, as school holds a list of these employers who are willing to offer placements. *Placements in schools should only be sought if the student is genuinely interested in childcare/teaching.*
- Students should check how many hours they are expected to work during placement. This may be more than school hours but no more than 40 hours per week.

What restrictions may there be?

- At 15 years of age some establishments will not be able to offer placements for reasons of insurance, company policy, or Health and Safety (Young Persons) Regulations 1997. However this is not usual. Note employers should have both Employers Liability Insurance (ELI) & Public Liability Insurance (PLI).
- Confidentiality must be observed at all times and some professions may not allow participation because of the confidential nature of their business e.g. legal, medical, etc.
- Qualifications/experience may also prevent certain opportunities becoming practical experiences e.g. physiotherapy may be able to offer observation as part of other duties, but not 'hands-on' experience.
- Providing a Public Service – often involves all of the above e.g. Citizens Advice Bureau.

How can parents/guardians help?

- Some of the employers/professions above will willingly offer work placements to the children of employees.
- Parental contacts, friends, relatives can bring about a work placement, which would not be possible under other circumstances.
- Help your son/daughter to meet ALL deadlines (see 'Timeline' over).
- Help your students to check the dress code for their placement and whether they need specific Personal Protective Equipment such as work boots on a building site for example.

Pay/Merit

- The student will not receive any payment for the work placement.

During the placement

- During the week, every student will complete a record of their work placement.

Feedback/Monitoring

- During work placement each student will be allocated a member of staff who will, ideally, visit the student at his/her place of work. However, if this is not possible, staff will make contact during the week by phone.
- If the student is going to be absent from their placement on any day they must inform their employer first, and then the school via Student Services.

Link2+

- Link2+ is the online booking system for work placement opportunities to be used should students not be able to secure a placement privately. Students will be issued with a PIN and given guidance in using Link2+. They can access the website from home or during directed time at school. A Quick Guide will be given to every student with their PIN to help them navigate the system. <https://hcc.learnaboutwork.net/>

Work Experience Timeline

LAUNCH: April and May

Mr Boak, Performance Director of Year 10, and Tutors will discuss work placements with students. During this time, students will have the opportunity to research their own private placements and learn to use Link2+.

PLACEMENTS VIA LINK2+ LIVE: Friday 25th June

Placements on Link2+ goes live. Students are able to access the database for available placements and make selections.

FINAL DEADLINE: Monday 5th July

All students must have completed an online "[Student Medical Information and Consent Form](#)".

Students securing their own private placement must enter their placement details onto the "[Own Placement Details](#)" on Link2+.

Students sourcing their placement via [Link2+](#) must have submitted four choices in order of preference online.

A contribution of £27 for private placements in Hertfordshire or placement via Link2+
or £33 for private placements outside Hertfordshire made via ParentPay.

AFTER 5TH JULY IT WILL NOT BE POSSIBLE TO PROCESS WORK PLACEMENT REQUESTS THROUGH THE USUAL SYSTEM,
THEREFORE

*****A £70 CHARGE FOR PLACEMENTS IN HERTFORDSHIRE AND AN £80 CHARGE FOR PLACEMENTS
OUTSIDE HERTFORDSHIRE WILL BE LEVIED FOR ANY LATE PLACEMENT REQUESTS*****

ALLOCATION: Friday 9th July

Students can check their allocated work placement via the Link2+ system.

Monday 12th July to Friday 16th July

Letters will be sent to prospective work placement employers advising the names of students placed with them.

Job Descriptions and Parental Consent forms will be sent home. Parental Consent forms **MUST BE RETURNED ASAP**.
Without Parental Consent your son/daughter cannot attend WEX.

SUMMER BREAK

YC Hertfordshire will carry out Health & Safety checks.

CONTACT PLACEMENT: Monday 6th to Friday 10th September

All students MUST contact their work placement to introduce themselves and reconfirm details. Some placements will require a preliminary meeting prior to the work experience week. This can be arranged at a convenient time for the student and employer outside school hours.

WEX WEEK: Monday 27th September to Friday 1st October

Work Experience Week. There will be no lessons in school for any Year 11 student during this week.

WEX DE-BRIEFING: Monday 4th to Friday 8th October

Work placement de-briefing with Tutors and Mr Boak, Performance Director Year 10.

The months ahead are extremely busy and there is a great deal of paperwork to administrate over 240 work placements, so your patience and help would be appreciated in ensuring your son/daughter makes their selections within the specified time frame and returns paperwork immediately - but **at the latest** by the above deadlines.

Please contact the Work Placement Team listed below on 01727 799560 should you have any queries.

Careers Coordinator
Performance Director Year 10
Assistant Headteacher

Binh Tang
James Boak
Jo Cavanagh