

### What is work experience?

The main aim of work experience is for students to experience the working world and see how, what they learn at school relates to the work environment. Block Work experience takes place during Year 10 and Year 11 and usually lasts for two weeks.

Targeted work experience is also available to young people from Year 10 upwards; this can be for up to 3 days per week and can last for up to an academic year.

### How is it organised?

A member of school staff with responsibility for the work experience placements secures a placement with an employer. The student will meet with the employer prior to the placement to discuss duties, start/finish times, uniform etc. The Skills Service discuss with the employer the content of the placement; what the student will learn; how the student will be supervised and the relevant health & safety issues.

The schools prepare the students for their work experience through a programme of study, and a teacher should monitor the student whilst they are on their work experience.

Students must complete and return signed agreement forms by the set deadlines. By signing this form the Parent/Guardian is declaring any medical conditions or additional support the student requires.

### Health & Safety Issues

Employers will assess and address any risks in the workplace, taking into account the students youth and inexperience. Employers take responsibility for the health and safety of students while on work experience; students also have a responsibility to behave safely and follow employers' safety procedures.

### What about Insurance?

Employers must hold Employer Liability Insurance and Public Liability Insurance.

### Are there any restrictions on the type of work a student can do?

Yes, some areas of work are prohibited or restricted through Health & Safety legislation or which The Skills Service consider to be unsuitable for work experience.

As work experience is about experiencing the world of work not trying a particular job, these restrictions should not cause difficulty in finding a placement.

Students are not bound by local bylaws whilst on placements, as for the duration of their work experience they are regarded as 'young people' rather than 'children'. This may mean that there are tasks they can do on work experience that they cannot do in part-time employment e.g.: work in a butchers shop.

### What hours will the students work?

Hours are described in the placement details. A year 10/11 student on work experience will not be allowed to work before 7:00am or after 7:00pm unless this is agreed by parents, the School and The Skills Service. They should not work for more than 40 hours a week.

### Who is responsible for the student at lunchtimes?

If the student remains on the employer's premises; the employers has been advised to supervise the student over the lunchtime period. If the student chooses to leave the premises at lunchtimes, parents must accept their normal parental responsibility for their child's safety during this time.

Information also appears on the placement details.

### Will the student be paid for work experience?

Students will not receive payment for work experience as it is a curriculum based activity, not employment.

Employers do not receive payment for taking work experience students.

#### The Skills Service

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