



Astrea Academy Trust
INSPIRING BEYOND MEASURE



Ernulf Academy

ERNULF ACADEMY
**YEAR 10 WORK
EXPERIENCE**

What happens?

Work experience forms a vital part of our Careers programme of study.

The aims of our work experience programme are:

To give every pupil first-hand experience of the workplace.

To give every pupil multiple opportunities to learn from employers about the skills valued in the workplace.

All Year 10 scholars will have the opportunity to complete 1 week of work experience.

scholars are encouraged to find their own placements, however, we will have some direct offers from employers to help those scholars who have difficulty in finding a place.

How have we supported them?

- We have therefore encouraged scholars to enhance their CV or personal statements by completing in morning meetings – New curriculum this year.
- They have had assemblies and employers beam in to discuss careers options.
- We have hosted events like the careers fair.
- We are now at a point when we can forward-plan for live work experience, and we hope that scholars are excited to take part.

Why do we host work experience

Encounters with employers is one of the 8 Gatsby Career Benchmarks that the government have adopted as part of their careers strategy.

Research has found that if scholars have four or more contacts with employers before they leave school they would be 86% less likely to become a 'NEET'.

(not in education, employment or training.)



Why is it relevant for them?

- ▶ To give Scholars an insight into the world of work
- ▶ To enable Scholars to work with different people in a new environment
- ▶ Helps develop independence
- ▶ Provides Scholars with knowledge of the skills, qualities and attributes that employers are looking for
- ▶ Helps Scholars with post-16 choices and career planning

When?

19th May – 23rd May 2025



**Work
experience!**

Options

1. Apply for between 3 and 6 work experience placements from the list on the database
<https://tep.learnaboutwork.net/>
2. Find your own work experience placement and complete the 'Scholars Own Placement' form

We strongly advise you to find your own work experience placement



How does it work?

The role of the Employability Partnership:

- ▶ Help to find placements for scholars
- ▶ Check that all of the necessary health and safety and insurance policies are in place for companies to take on work experience Scholars.

How does it work – Choosing from the database

- ▶ Scholars will all be given login details to the employability partnership database.
- ▶ They will be given some time in school to login in and look at the jobs available and must select a minimum of 3 placements.
- ▶ Scholars will then be allocated one of their chosen placements by myself and the Year 10 pastoral team.
- ▶ Once they have their placement confirmed scholars will need to make contact with the employer and arrange to visit them to get paperwork signed before they will be allowed to commence on this placement. This paperwork needs to be signed by the scholar, parent, employer and the school.

How does it work – Choosing my own placement

- ▶ Scholars will need to contact local employers
- ▶ Scholars should arrange to meet and complete the SOP form
- ▶ Completed form needs to be handed in to Miss Davies, this will then be passed on to The Employability Partnership. **The sooner these are handed in the better.**
- ▶ The Employability Partnership will make contact with the placement and ensure necessary insurance and health and safety policies are in place.
- ▶ Once this is confirmed, the scholars will be assigned to their chosen placement on the database.

Student Own Placement form (SOP)

The Employability Partnership
5 Pieces Lane
Waterbeach
Cambridge
CB25 9NF



Tel: 01223 650024
enquiries@employabilitytps.co.uk
www.employabilitytps.co.uk

Student Placement Form 2018-2019

Student Details

School: Cottenham Village College	Work Experience Dates: 8 – 19 July 2019
Student Name:	
Date of Birth:	Length of Placement: One/ Two weeks (please circle)
Gender: M/F	For Targeted Placements only Start Date & days attending:
Year Group:	

Student Agreement

As the student named above, I agree to take part in the work experience programme and follow all the agreed health and safety rules and security regulations. I understand that I may gain access to sensitive information whilst at work and I agree to treat all information as confidential unless told otherwise by my supervisor.

Student Signature:	Date:
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Employer Details

Company Name:	Placement Title:
Company Address:	Type of Business:
	No of Employees:
	Company Contact:
	Position:
Post Code: Tel No:	Email:

I agree to the above named student attending work experience with this company as detailed overleaf.

Signed on behalf of the company:

Print Name:	Date & position:
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Parent/ Carer Agreement

As parent/carer of the student named above I agree to his/her taking part in this scheme. I further understand that I will receive a copy of the Job Description and Risk Assessment prior to my son/daughter attending the placement. I agree to pay a minimum of £45.00 + VAT for a Health & Safety check for an employer outside of Cambridgeshire where reciprocal arrangements do not exist. In the interest of my child I confirm that:

- He/she does not have any medical conditions, which could result in an unnecessary risk to his/her health or safety or to the health and safety of another person. (should you be in any doubt, please consult the teacher responsible before signing this form)
- He/she has the following medical conditions, which should be conveyed to the employer:

Please also indicate if your son/daughter regularly takes any medication that needs to be brought to the workplace.

Signed: (Parent/carer)	Date:
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PLACEMENT DESCRIPTION To be completed by the employer

Job Title:
Duties:
Student's personal qualities required:

KEY CONSIDERATIONS

When completing the placement description please **take into account** the following:

- The young person's age, inexperience, immaturity and lack of awareness or risks
- The need for adequate supervision and, where necessary, suitability checks for child protection
- The need for any personal protective equipment
- The provision of adequate information, instruction and training for the young person
- Any necessary prohibitions or restrictions relating to tasks, areas and work equipment

Personal data is used by The Employability Partnership solely for the purpose of work experience.

Employers' Liability Insurance: Yes / No	Name of insurer:
Policy No:	Expiry Date:
Public Liability Insurance: Yes / No	

Employers' & Public Liability Insurance cover are both required for work experience. Please attach a copy of your current Employers' Liability Insurance certificate. We will be unable to take up offers of placements from organisations without such cover.

Do you have a Health & Safety Policy: Yes / No	Written Risk Assessments: Yes/ No (if more than 5 employees)
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If the student is to be based in a different location to the company address please give details:

If you have not helped recently with work experience, TEP Work Experience Team will contact you to arrange to visit your company.

PLEASE NOTE: This offer will be regarded as additional to any offers you have made through The Employability Partnership.

School Co-ordinator Details

Name:	Position:
Phone No:	Email: (optional)

For students undertaking block work experience

The student must return this completed form to the school Work Experience Co-ordinator at least 12 weeks prior to going out on Work Experience.

How to choose a placement

- ✓ Start thinking now about the possible places you could contact for work experience.
- ✓ Pick something that is of interest to you – something you may one day see yourself as having a career in.
- ✓ Ask places/employers when you are out in town.
- ✓ Speak to friends and family – quite often they can provide a work experience placement or give you contact detail for someone who will take work experience Scholars on.
- ✓ Look for somewhere that has working times that suit you.

- ✗ Do not pick something because of convenience, e.g. I am going to go and work with mum because it will be easy.
- ✗ Do not pick somewhere that your friends are going.
- ✗ Do not leave it until the last minute to start looking!

Whilst they are on placement

Scholars should attend their placement every working day in accordance with the job description.

If for any reason a scholar is unable to attend work when they are expected to then both the employer and the school need to be informed as soon as possible. This is imperative to enable us to safeguard scholars and keep accurate attendance records.

Attendance at the work experience placements count towards scholar's overall attendance percentage for the year.

Time Frame

1. **October 2024** - Parent and Scholar Information Evening
2. **October 2024** – Careers fair in school
3. **October 2024** - Launch assembly to scholars
4. **October 2024**– Scholars given time to login to database and chose placements during PD lesson and morning meeting
5. **February 2025** – deadline for Scholar choices to be made on the database or Scholar’s Own Placement (SOP) forms to be completed and handed in.
6. **March 2025** – Scholar allocations to be made.
7. **April 2025** – Scholars to have interviews/meetings with employers (if placement chosen from the database).
8. **April 2025** – Agreement forms to be completed and signed by all 4 parties and handed in.
9. **May 2025** – Work Experience begins.