

ANTRIM GRAMMAR SCHOOL

WORK EXPERIENCE POLICY

October 2009

RATIONALE

Antrim Grammar School is committed to offering well structured and meaningful work placements that will give students the opportunity to gain an awareness of the adult working world and the skills which are required in that environment. As a school, we will work in direct partnership with employers and Charter to ensure that time spent on work experience significantly contributes to the learning of the students involved. The learning outcomes gained from the work experience in Years 13 and 14 can provide an excellent opportunity for students to enhance their employability skills through practical experience. It is this experience that will aid the transition from school to adult and working life.

DEFINITION

Work experience is defined in paragraph 63 (3) of the Education and Libraries (NI) Order 1986, as follows:-

“the participation of children in employment in industrial, commercial, public authority and statutory undertakings, the object of which is to give the children a greater understanding of the conditions, disciplines and relationships of those undertakings”.

LEGAL POSITION

Under Article 82 of the Education (Northern Ireland) Order 1998, pupils are eligible to participate in work experience as follows:

- *In the school year in which they cease to be of compulsory school age; and*
- *In the school year immediately preceding that year.*

In Antrim Grammar School, it is **compulsory** for all students to take part during the last week in November whilst in Year 13, and, should students in Year 14 wish to gain further experience, this can be arranged with the Work Experience Co-ordinator at their discretion. Provision will also be made for those pupils who do not intend to return to school post GCSE on an individual basis.

Work experience should take place over 5 days and preferably with the same employer. Individual circumstances should be discussed with the Work Experience Co-ordinator.

STAFFING

The Work Experience Co-ordinator (Mrs J Henderson) is responsible for the implementation of the Work Experience scheme in school. During the work experience week, which is currently in November of Year 13, a team of staff will be involved in student visits. Students will be made aware of the appropriate member of staff before they go on placement.

INTENDED EDUCATIONAL OUTCOMES OF WORK EXPERIENCE

Work experience placements will offer many and varied opportunities. These will include:

- (a) **Careers education and guidance:** raising students' awareness of the factors which may determine career choice and the requirements of particular employment sectors;
- (b) **Attainment in individual subjects:** enhancing students' understanding of the knowledge and skills that are being developed within the curriculum.
- (c) **Support for vocational qualifications:** improving students' understanding of the vocational areas they are studying and acquisition of relevant knowledge and skills;
- (d) **Learning about the world of work:** preparing for the transition from education to work and a recognition of "employability" skills and attitudes required by employers; such as problem solving, flexibility, types of communication used, time keeping and the ability to work with others;
- (e) **General personal and social development:** enhancing their self confidence, maturity and their interpersonal skills;
- (f) **Breadth of curriculum experience:** supporting students' learning in a range of areas which will prepare them for adult life, such as an understanding of social, economic and industrial issues, citizenship and enterprise;
- (g) **Health & Safety:** helping raise students' awareness of the importance of following Health & Safety requirements in the workplace.
- (h) **Career Planning:** contributing to the development of a young person's career plan.
- (i) **Motivation and achievement:** helping raise students' motivation and self esteem through experiential learning.

ORGANISATIONAL ARRANGEMENTS

It is the duty of the Principal and Board of Governors to ensure that the curriculum available to students is balanced and broadly based. Within these constraints it is the responsibility of the Work Experience Co-ordinator to develop and implement a work experience programme which is appropriate to the needs of its students, meets curricular demands and is accessible to all.

Two types of work experience placement will be available to students.

1. Block release in Year 13

This form of placement will involve the student attending work experience for a continuous period of five days. Where the employer cannot offer work experience for the duration, students will be encouraged to seek a placement with another work experience provider. For example, the PSNI offer a 3 day placement, and in this case, students will be encouraged to gain experience with another employer for the remaining two days

A student will go on a block placement once per year and this will normally take place during the last week in November.

Students may also attend a block placement during the Easter and Summer holidays. All administrative procedures should be followed for all placements.

2. Tailored placement in Years 13 and 14

This form of work experience is designed to meet the specific personal or curricular needs of an **individual** student and is likely to involve one of the following:

- short term sampling progressing to a longer placement;
- sampling in a series of placements;
- the establishment of specific physical/social/technical arrangements.

The arrangements for 'tailored placements' must be negotiated and agreed with the Work Experience Co-ordinator who will liaise with appropriate Board personnel and parents. **It is not intended to be applied to groups of pupils.**

N.B. Administrative procedures will be followed as normal, however it will not be possible to arrange a visit during school holiday periods and parents/guardians should be made aware of this prior to organising a placement during these times.

THE ROLE OF CHARTER, NORTHERN IRELAND

Charter offers a centralised database service to match employers with the needs of students in schools. They have access to a database of suitable employers willing to offer placements to our students. They liaise with both the school and the employers to ensure that there is good communication and that job descriptions, risk assessments, insurance and other health and safety procedures are in place. They also try to ensure that employers offer students quality work experience placements that match their vocational interest and career choice.

Charter Work Experience can supplement existing work place opportunities organised by Antrim Grammar School, for example, all medical and media placements can only be organised by Charter, on behalf of the school. They cannot be solely organised by the Work Experience Co-ordinator. This is to permit fairness and equal opportunities for schools across Northern Ireland.

N.B. Charter will only liaise with the appointed Work Experience Co-ordinator. **Parents are asked to respect this request and therefore, should not contact Charter directly.**

FRAMEWORK FOR PLACEMENTS

The following constraints pertain to all types of placement. They have been put in place in order to meet requirements set down in legislation and for the general health, safety and welfare of the students:

(i) students will not be paid for work undertaken as part of the school's work experience scheme. They are not employees, but visitors to the company, who are still in fulltime education.

(ii) students should not be asked to work outside the hours of 9.00 am to 5.00 pm unless there are justifiable reasons to the contrary for example, 'split shifts', common within the catering industry;

(iii) under no circumstances should students be asked to work more than 36.25 hours per week; this does not include travel.

(iv) students will not undertake work experience in a place where they are under the statutory age limit;

(v) students will not undertake work experience on ships;

(vi) students will not drive, manage, control or move mechanically-propelled vehicles of any description.

(vii) students should not normally take a placement with parents/guardian **or** in an establishment where they have already got a part-time job.

ROLE OF THE SCHOOL PRIOR TO PLACEMENT

In advance of placing a student in a work experience placement, it is the responsibility of the Work Experience Co-ordinator to ensure that the following procedures are implemented:

- Parents are informed of the dates of the work experience week to allow them time to discuss with their child their personal preferences for placement. If the placement can be organised by the student, for example if they are organising their placement with a Law firm, initial contact should be made with the prospective employer and a contact name should be forwarded to the Work Experience Co-ordinator.
- Parental consent is obtained as set down in the '**Parental Consent and Student Agreement**' (WEXAG1b).
- Parents have informed the Work Experience Co-ordinator of any medical condition or dietary requirement which may affect the young person's performance within the placement.
- Appropriate arrangements are in place to cater for the needs of pupils with specific learning and/or physical needs e.g. some pupils may need to be supported by an adult during their work placement.
- A **letter** (WEXAG2) is forwarded to the employer by the Work Experience Co-ordinator outlining the name of the student and the intended learning outcomes of the work experience programme.

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- Written agreement with the employer is obtained, as detailed in the '**Employer Consent**' (WEXAG2)
 - Board approval is obtained – forms entitled **WENE 1 and 2**.
 - Students are appropriately briefed and are made aware of the importance of confidentiality.

Information to Parents

The parent or guardian will receive the following information:

- The aim and intended learning outcomes of the work experience programme (**letter** WEXAG1a);
- The name and location of the placement;
- The nature of the work to be undertaken (where detail is provided by the employer);
- The hours of work (start and finish times);
- Travel arrangements (students will be responsible for their own travel during the work experience);
- Meal arrangements (students may have to supply their own meals unless the employer states otherwise)
- A school-based contact name in case of emergency or illness. This will usually be the Work Experience Co-ordinator.

N.B. When the Employer Consent (WEXAG2b) is completed, a copy will be forwarded to the student's parent/guardian. The parent/guardian will be asked to acknowledge that they have received this document by returning the attached **Reply Slip** (WEXAG1d).

Information to Employers

Employers should be provided with the following information:

- In case of emergency or illness, contact details of the school and Work Experience Co-ordinator should be provided as well as the student's next of kin. (**Employer Consent**, WEXAG2b)
- The aim and intended learning outcomes of the programme (**Letter**, WEXAG1a)
- The name and age of the pupil, (**Parental Consent and Student Agreement**, WEXAG1b and **Employer Consent**, WEXAG2b)
- Details of any specific requirements e.g. a pupil with a specific medical requirement, dietary requirement or statement of Special Educational Need, (**Parental Consent and Student Agreement**, WEXAG1b and **Employer Consent** WEXAG2b);

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- Indemnity details, their responsibilities and insurance liabilities (**Indemnity, WEXAG3**).
 - A copy of the Student Log-book in advance of the placement.

Briefing for pupils

Briefing sessions prior to placement provide an opportunity for teachers and pupils to consider and agree the practical details of the placement as well as the specific outcomes expected from the experiences of work. In addition to these sessions, pupils will receive a booklet entitled '**Student Information and Guidance**'.

Students must be aware of the following:

- the importance of gaining work experience in an area that is closely related to the under-graduate course they may be considering post A Level;
- the importance of completing all documentation promptly as distributed by the Work Experience Co-ordinator;
- The name of the establishment providing the placement and the location of the placement;
- The name and position of the person to whom they will be responsible;
- The work of their employer. Students will need to carry out their own research into this prior to going on placement;
- The nature of the work to be undertaken, if specific details have been made available;
- Anticipated learning outcomes; it is expected that individual students will identify learning outcomes that are specific to the placement prior to their placement and include them in their log-book as provided by CEA and distributed by the Work Experience Co-ordinator.
- The hours of work including the start and finish times;
- A contact person in the school if any problems occur (accident, illness etc). This will normally be the Work Experience Co-ordinator;
- Appropriate behaviour in the workplace;
- Personal safety issues and practices;
- Health and safety issues including the responsibilities of the students themselves (students will avail of a 2 hour presentation, question and answering session which will be delivered by Antrim Borough Council, entitled 'Safety in the Workplace');
- Their responsibility regarding confidentiality.
- Requirement to complete their Log-book and **Student Evaluation** (WEXAG6)

During Placement

It is essential that pupils are closely monitored while on work placement. Antrim Grammar School will ensure, as far as reasonably possible that:

- Students on block placement are visited at least once during the five day placement.
- Students who are on placement during school holidays will not be visited by the Work Experience Co-ordinator. The parent/guardian of the student will assume responsibility. If a problem arises they should notify the school at beginning of the new school term. If necessary, the Work Experience Co-ordinator will then speak with both the student and the employer to resolve the matter. The parent/guardian must be made aware of this and agree to this before the placement can be finalised.

N.B. Prior to going on placement, students are made aware of the system which is in place if they experience any particular problem while they are with the employer. The Work Experience Co-ordinator will carry out an immediate visit to the student and where necessary return the student to the school. In some cases the student may be relocated for the remainder of the week, time permitting.

Key objectives of school having contact with employers may include the following:

- To check that the pupil is attending the placement and is punctual;
- To confirm that both pupil and employer are content with the arrangement;
- To discuss pupil progress with the employer or his / her representative;
- To ensure the employer understands what is required of him/her, or his/her representative, in terms of assessment and feedback in relation to the pupil's performance;
- To ensure that the pupil is completing their logbook as required;
- To gain an appreciation of the work being undertaken by the pupil;
- To undertake "live" assessment of the pupil as appropriate.

Ideally and in advance of the placement, a discussion with the prospective employer will be undertaken to identify what opportunities might be offered through the placement and how these can be best matched to the needs of the individual pupil.

All employers, or their staff, responsible for the supervision of pupils on work experience, should be briefed about their role and what they can expect from the pupils. It may be helpful if the student were able to meet their immediate supervisor in advance of the actual placement. It is recognised that this may not be possible in some cases, for example, in medical placements.

Employers must provide the school with the following:

- Proof of public liability insurance;
- Proof of employers liability insurance;
- The hours of work (start and finish);
- Agreement in writing to accept the young person(s) on placement (**Employer Consent**, WEXAG2b);
- A signed **Indemnity**, (WEXAG3), in respect of each pupil;
- An original and signed copy of the **Child Protection for Placement Providers** (WEXAG4) and;
- **Employer Work Experience Evaluation** (WEXAG5).

Under no circumstances will a student be allowed to go on Work Experience if WEXAG1c, WEXAG2, WEXAG3 and WEXAG4 are not returned or completed appropriately to the Work Experience Co-ordinator, prior to commencement of the placement.

Pupil Debrief

A suitably structured debriefing session is essential if pupils are to gain full benefit from their work experience. Pupils should be given the opportunity to:

- Take on board employer's feedback i.e. an evaluation of their performance;
- Identify and evaluate what they have learned;
- Consider how it relates to, and can support, learning within a range of curriculum areas; and
- Recognise how the skills developed are transferable to other areas of their life.

Pupils should also be given an opportunity to contribute to the school's overall evaluation of the work experience programme. Debriefing sessions can take a variety of forms, for example, oral and written presentations by the pupils, the completion of surveys, visual presentation etc.

Employer Debrief

It is hoped that time can be given to debrief employers and allow the Work Experience Co-ordinator and/or the staff visitation team to follow up on any concerns or recommendations the employer may make. This is of particular importance to the development of lasting partnerships with employers which are a significant factor in the establishment and maintenance of a quality work experience scheme.

Employers will be given an opportunity to contribute to the schools' evaluation of the work experience programme by completing a follow-up questionnaire (**Employer Work Experience Evaluation**, WEXAG5).

Parent Debrief

Parents may also be given an opportunity to contribute to this process.

The Role of the NEELB*

Board Authorisation

At least two weeks prior to the commencement of the work experience schools should forward to the NEELB the following documentation.

WENE 1

This form which is to be signed by the Principal and the Work Experience Co-ordinator, provides the NEELB with confirmation that the following procedures have been carried out in relation to a specific work experience programme and the school have:

- received the written consent of the parents;
- established the medical fitness of the participating pupils;
- informed employers about insurance;
- received completed assessment sheets and written consent from the employers; and
- instructed the pupils concerning safety.

WENE 2

This form which is attached to the WENE 1 provides the following detail in relation to each participating pupil:

- pupil's name;
- pupil's date of birth;
- employer's name;
- a description of the work to be undertaken;
- a period of the placement (inclusive dates).
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Letter of authorisation from the NEELB

Following receipt and processing of the above forms, a letter of authorisation WENE 3, will be sent to the school.

NB. Under no circumstances will a pupil be placed in a work experience placement unless the above documentation has been processed prior to commencement of the placement.

Review of Work Experience

The Work Experience Co-ordinator will undertake a periodic review of work experience practice in order that best use is made of this valuable resource. Employers, pupils, parents and staff can all provide a useful contribution and therefore where possible will be involved.

A review may focus on the following key aspects:

- An analysis of the extent to which the programme is meeting its stated aims and objectives;
- The outcomes of employer and pupil evaluation exercises; and
- An audit of current/active placements.

HEALTH AND SAFETY/CHILD PROTECTION RELATED TO WORK EXPERIENCE

The Careers Department views as high priority the safety and protection of all students on Work Experience. It endeavours to reflect the school's Health and Safety and Child Protection policies in both the preparation of students for Work experience and while they are in the workplace.

Procedures are put in place both before and during the placement to ensure students are fully aware of the issues which they may encounter. They also address how they should cope with any issues if they arise. The areas dealt with are:

Health and Safety

- Parental consent for all Work Experience is sought.
- Information is requested from all parents on any specific Health concerns linked to the student
- Student Health checks are also cross- referenced with school medical records / school nurse / SENCO.
- Any specific health issues are alerted to the employer where relevant.
- Students are informed of the need to comply with employer guidelines regarding health and safety measures that are followed in the workplace and where specific safety clothing and footwear requests have been made, students will be informed of the need to comply with these requests. Failure to do so will result in the student being withdrawn from the scheme. Where specific requests have not been made, students should ensure that they dress appropriately and wear suitable footwear, for example, if their placement is in a hospital, shoes should have flat rubber soles to ensure noise is kept to a minimum when moving through wards.
- The taught programme delivered to all students prior to leaving to take part in Work Experience will cover practical health related issues.

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- The Environmental Health Officer of Antrim District Council will deliver a presentation to all Year 13 students prior to taking part in Work Experience.
 - Students are also briefed on the procedures for reporting any accidents to the school. Should an accident occur, the Work Experience Co-ordinator will visit the company and an Accident Report form will be completed. The Work experience Co-ordinator will then forward a report to the Principal.
 - All companies / organizations are issued with a copy of the NEELB Indemnity Form which is signed by the Principal. Indemnity Forms for Hospital Trusts are also signed by the Principal and forwarded by the Work Experience Co-ordinator to Charter, Northern Ireland. Should a company/organisation request a copy of the school insurance policy, this will be forwarded to them by the Work Experience Co-ordinator.

Child Protection

- Included in the taught programme is the issue of personal safety. The students are made aware of the issues which could occur and how they should deal with them.
- Any Child Protection matter which may arise must be reported to the Work Experience Co-ordinator and in her absence the Designated Child Protection Teachers of Antrim Grammar School – Mr B Gingles/Mrs L Crockett. The student will be immediately withdrawn from the placement.
- All companies / organizations taking part in the scheme will be issued with child protection guidelines entitled 'Child Protection for Placement Providers'. Employers will be encouraged to take a copy of this document for their reference and asked to return a signed copy of the document to the Work Experience Co-ordinator.

*** It is anticipated that the role of the NEELB will be taken over by the Education Skills Authority (ESA) from January 2010.**



Antrim Grammar School
Steeple Road, Antrim, BT41 1AF
Telephone: 028 9446 4091 Fax: 028 9446 8345

Work Experience Scheme

STUDENT INFORMATION AND GUIDANCE

September 2009

Dear Student

Re: Placement Monday 23rd November – Friday 27th November 2009 (Inc.)

I am writing to inform you of our Work Experience Scheme which will take place during the above dates. The aim of the scheme is to enable you to explore the variety of roles and responsibilities held by individuals within your chosen career. The information which you will glean from your placement will also be used when you complete your UCAS Personal Statement in Year 14. The experience gained will demonstrate your eagerness for the course you are applying for. It also has the potential to set you apart from applicants who have applied to the same university course.

For your work experience to be meaningful, it is important that you are genuinely interested in the placement you are considering. Ideally it should also be closely related to the subjects you are studying at AS Level.

In order to make the right choice, I would ask you to read and complete the document entitled "Student Preferences" (Ref: WEXAG1b). Before you do this, you should take time to discuss your options with your parents/guardian and your class teachers, visit the Careers' Library located on the D floor and speak with a member of the Careers team in school, (Miss Gibson, Mrs Reid, Ms McCrory, Miss Agnew and Mrs Henderson). I would also like to encourage you to log onto jed.c2kni.net (*leaving out the 'www.'* when keying in this address) and follow the on-line instructions. This programme will help you to identify possible career choices based upon the subjects you are studying and your personality traits.

Within this booklet, you will find other information including:

- Expected Learning Outcomes;
- Charter, Northern Ireland and employers who only provide work experience through this agency;
- Briefing for students;
- Submission of documentation.

Please read this carefully. Should you have any other questions, please speak with me.
Thank you

Mrs J Henderson,
Work Experience Co-ordinator




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'NI Post Primary School of the Year for 2007'




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'NI Post Primary School of the Year for 2007'





Work Experience Scheme

EXPECTED LEARNING OUTCOMES

Work experience placements will offer many and varied opportunities. These will include:

(a) **Careers education and guidance:** raising your awareness of the factors which may determine career choice and the requirements of particular employment sectors;

(b) **Attainment in individual subjects:** enhancing your understanding of the knowledge and skills that are being developed within the subjects you are studying for A Level;

(c) **Support for vocational qualifications:** improving your understanding of the vocational areas you are studying and acquiring relevant knowledge and skills;

(d) **Learning about the world of work:** preparing for the transition from education to work and being able to recognise the kinds of “employability” skills and attitudes required by employers; such as problem solving, flexibility, types of communication, time keeping and the ability to work with others;

(e) **General personal and social development:** enhancing your self confidence, maturity and interpersonal skills;

(f) **Breadth of curriculum experience:** supporting your learning in a range of areas which will prepare you for adult life, such as an understanding of social, economic and industrial issues, citizenship and enterprise;

(g) **Health & Safety:** helping to raise your awareness of the importance of following Health & Safety requirements in the workplace.

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Work Experience Scheme

CHARTER, NORTHERN IRELAND

Charter is an independent organisation who has access to a database of suitable employers willing to offer placements to students in school. This is because some employers prefer to communicate with requests from one organisation rather than those from individual schools across Northern Ireland. They liaise with both the Work Experience Co-ordinator, Mrs Henderson, and the employers to ensure that there is good communication and that job descriptions, risk assessments, insurance and other health and safety procedures are in place. They also try to ensure that employers offer students quality work experience places that match their vocational interest and career choice.

Charter Work Experience can supplement existing work place opportunities organised by the Work Experience Co-ordinator in Antrim Grammar School, for example, all medical and some media placements can only be organised by Charter. They cannot be solely organised by the Work Experience Co-ordinator. This is to permit fairness and equal opportunities for schools across Northern Ireland. A comprehensive list of those employers who operate through Charter only, have been included for your perusal*. When you have decided on the area you might like to seek placement in, please check the list below to see if it appears. You will need this information when completing the **Student Preferences** document (WEXAG1b), a sample of which is also included in this booklet and which will be made available to you in due course.

***Please note that Charter will only liaise with the appointed Work Experience Co-ordinator. Students and parents are asked to respect this request and therefore, should not contact Charter directly.**

Employers who only provide Work Experience through Charter, Northern Ireland:




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Work Experience Scheme

BRIEFING FOR STUDENTS PRIOR TO GOING ON PLACEMENT

You must be aware of the following before you go on placement:

- the importance of completing all documentation promptly as distributed by the Work Experience Co-ordinator
- the name of the establishment providing the placement and the location of the placement;
- the name and position of the person to whom you will be responsible;
- the work of your employer. You will need to carry out your own research into this prior to going on placement;
- the nature of the work to be undertaken, if specific details have been made available;
- anticipated learning outcomes; it is expected that you will identify the learning outcomes that are **specific** to your placement prior to going on placement and include them in your Log-book as provided by CCEA (distributed by the Work Experience Co-ordinator).
- the hours of work including the start and finish times;
- a contact person in the school if any problems occur (accident, illness etc). This will normally be the Work Experience Co-ordinator, Mrs Henderson;
- appropriate behaviour in the workplace;
- personal safety issues and practices;
- health and safety issues including your responsibilities (all students in Year 13 will attend a presentation delivered by the Environmental Health Officer from Antrim Borough Council, entitled 'Safety in the Workplace');
- your responsibility regarding confidentiality – you must not share any information about the employer or their clients with the public;
- the need to complete your **Log-book** (submitted for checking on your return to school) and **Student Evaluation** (WEXAG6).





Work Experience Scheme

In addition to the above, I would ask you to note the following:

- You should not normally take a placement with your parent/guardian **or** with an establishment where they have already got a part-time job;
- You will not be paid for work undertaken as part of the school's work experience scheme. You are not an employee, but a visitor to the company;
- You **must not** drive, manage, control or move mechanically-propelled vehicles of any description;
- You will be responsible for your own travel during the work experience;
- You will have to supply your own meals unless the employer states otherwise;
- If you experience any particular problem while you are with the employer, you should contact the Work Experience Co-ordinator in school who will visit you immediately and where necessary bring you back to school if this is deemed necessary. In some cases you may be relocated for remainder of the week, time permitting;
- You must comply with employer guidelines regarding health and safety measures that are followed in the workplace and where specific clothing and footwear requests have been made, you must observe these requests;
- Under no circumstances will you be allowed to go on Work Experience if the appropriate documentation is not returned or properly completed to the Work Experience Co-ordinator, well **in advance** of the date of the placement;





Work Experience Scheme

SUBMISSION OF DOCUMENTATION

To ensure that your application for placement is successful, it is of vital importance that you submit the appropriate documentation and on time, as outlined below.

1. Student Preferences (WEXAG1b)

This document outlines your A Level subjects and preferred careers.

Submission date:

2. Parental Consent and Student Agreement (WEXAG1c)

This document provides the Work Experience Co-ordinator and Employer with your personal details including medical information.

Submission date:

3. Employer Consent Reply Slip (WEXAG1d)

This document certifies that your parent/guardian has received all of the details pertaining to your placement

Submission date:

4. Student Evaluation (WEXAG6)

This document is completed on the last day of your placement and returned on your first day back to school, after the placement.

Submission date:





Work Experience Scheme

Our Ref: WEXAG1a

September 2009

Dear Parent/Guardian

Re: Work Experience in Year 13

I am writing to inform you about Antrim Grammar's Work Experience Scheme which will take place week beginning Monday 23rd November and will run for a period of **five consecutive days**. As it is a statutory requirement for students in Year 13 to participate in this scheme, I would seek your support whilst we organise the placement.

The aim of the scheme is to enable students to obtain an understanding of the role of adults within the workplace environment and explore the responsibilities they hold.

Meaningful Work Experience placements will offer many and varied opportunities. These will include:

- (a) **Careers education and guidance:** raising students' awareness of the factors which may determine career choice and the requirements of particular employment sectors;
- (b) **Attainment in individual subjects:** enhancing students' understanding of the knowledge and skills that are being developed within the curriculum;
- (c) **Support for vocational qualifications:** improving students' understanding of the vocational areas they are studying and acquisition of relevant knowledge and skills;
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- (g) **Health & Safety:** helping raise students' awareness of the importance of following Health & Safety requirements in the workplace.
- (h) **Career Planning:** contributing to the development of a young person's career plan.
- (i) **Motivation and achievement:** helping raise students' motivation and self esteem through experiential learning.

It is therefore important that your son/daughter is genuinely interested in the type of placement they have chosen. I would ask you to take time to discuss your child's personal preferences and if the placement can be organised by the student, for example, if they are organising their placement with a Law or Architectural firm, initial contact should be made with the prospective employer and a contact name, address, telephone number and email address should be forwarded to the Work Experience Co-ordinator.

Students who would like to gain experience in the medical field, should identify the area they are interested in and speak to me as soon as possible. This is because these placements are only available through Charter, Northern Ireland. **Charter will not accept requests from parents and I would kindly request that you do not contact them directly.** However, if for example, you have personal contacts with a G.P. or Physiotherapist in the medical field and you have spoken with this person who has agreed in principle to provide a placement for your child, I would ask you to forward the details of the contact to me. I will then inform Charter of these details and they will process the placement in the usual way. The details I will need include the full name and position of the provider within the named hospital. In my experience, students who have arranged their placements in this way have had a very meaningful experience. If you do not have a contact, Charter will try and source a placement on your child's behalf.





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Telephone: 028 9446 4091 Fax: 028 9446 8345

Work Experience Scheme

Prior to going on placement, students will be encouraged to do some background research on the company/profession before commencing the placement. They will also be asked to identify their intended learning outcomes; these should be recorded in their Log Book which I will issue to students in advance of their placement. Students should retain this and keep it in a safe place to help them when completing their UCAS form in Year 14. Students will also be required to complete a Student Evaluation form which will be collected from them on their return to school after the placement.

During the work experience week, a team of staff alongside myself, will help with making student visits. Students will be made aware of the appropriate member of staff before they go on placement.

In addition to the above, I would ask you to note the following:

- Students should not normally take a placement with parents/guardian **or** in an establishment where they have already got a part-time job;
- Students will not be paid for work undertaken as part of the school's work experience scheme. They are not employees, but visitors to the company, who are still in fulltime education;
- Students must not drive, manage, control or move mechanically-propelled vehicles of any description;
- Students will be responsible for their own travel during the work experience;
- Students may have to supply their own meals unless the employer states otherwise;
- Prior to going on placement, students are made aware of the system which is in place if they experience any particular problem while they with the employer. The Work Experience Co-ordinator will carry out an immediate visit to the student and where necessary return the student to the school if this is deemed necessary. In some cases the student may be relocated for remainder of the week, time permitting;
- Students are informed of the need to comply with employer guidelines regarding health and safety measures that are followed in the workplace and where specific clothing and footwear requests have been made, students must comply with these requests;
- Under no circumstances will a student be allowed to go on Work Experience if documentation is not returned or completed appropriately to the Work Experience Co-ordinator, well in advance of the date of the placement;
- All companies / organizations taking part in the scheme will be issued with child protection guidelines. Any Child Protection matter which may arise must be reported to the Work Experience Co-ordinator and in her absence the Designated Child Protection Teacher of Antrim Grammar School, Mr B Gingles. The student will be immediately removed from the placement.

To aid in the organisation of this scheme, I would ask you to ensure that all documentation received is returned to me promptly. This includes:

- 1. Student Preferences**
- 2. Parental Consent and Student Agreement**
- 3. Employer Consent Reply Slip**
- 4. Student Evaluation**

Thank you in advance of your support

Mrs J Henderson, **Work Experience Co-ordinator**





Work Experience Scheme

PARENTAL CONSENT & STUDENT AGREEMENT

STUDENT INFORMATION				
NAME		AGE		DATE OF BIRTH
REGISTRATION GROUP		REGISTRATION TUTOR		
SUBJECTS BEING STUDIED FOR AS LEVEL		SCHOOL CONTACT	Mrs J Henderson, Work Experience Co-ordinator	
	NEXT OF KIN	EMERGENCY CONTACT 1		EMERGENCY CONTACT 2
NAME				
ADDRESS				
HOME TELEPHONE				
MOBILE TELEPHONE				
MEDICAL INFORMATION ABOUT YOUR CHILD				
Please give details of:				
1.	ANY CURRENT MEDICAL CONDITION / ANY MEDICATION BEING TAKEN.			
2.	ANY OTHER RELEVANT INFORMATION WHICH MAY AFFECT HIS/HER PARTICIPATION IN THE WORK EXPERIENCE SCHEME INCLUDING ALLERGY OR DIETARY REQUIREMENTS.			
3.	WHEN YOUR SON/DAUGHTER LAST HAD A TETANUS INJECTION.			





Work Experience Scheme

PARENTAL CONSENT FOR WORK EXPERIENCE SCHEME

DECLARATION

I agree to _____'s participation in the Work Experience Scheme from **Monday 23rd November to Friday 27th November 2009** and understand that although the times may vary, I agree that my child will be available to attend between the hours of 9am to 5pm, should they be required to do so.

I understand that my child will have to arrange their own transport and provide their own meals during this time. I also understand that my child must wear appropriate clothing and footwear and I acknowledge the need for _____ to behave responsibly.

I will inform the Work Experience Co-ordinator as soon as possible of any changes in the medical or other circumstances between now and the commencement of the Work Experience.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

SIGNED:

PARENT/GUARDIAN

DATE:

FULL NAME (CAPITALS)

STUDENT AGREEMENT

I, _____ (full name of student), agree to:

- Attend Work Experience on the above dates and between the hours stated by my employer
- Behave responsibly
- Dress appropriately
- Arrive promptly
- Notify the Work Experience Co-ordinator (Mrs J Henderson) or school if I am unable to attend or if there is another issue which I feel needs brought to their attention.

SIGNED:

STUDENT

DATE:

FULL NAME (CAPITALS)



Work Experience Scheme

STUDENT PREFERENCES

Step 1:

List AS Subjects:

1. _____

2. _____

3. _____

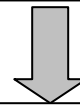
4. _____



Step 2:

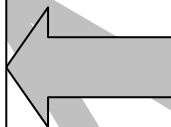
Identify possible careers related to your subjects. You may wish to:

- Ask your parents
- Speak with your class teachers
- Visit the Careers' Library
- Log on to jed.c2kni.net (*leave out the 'www' when keying in this address*). Follow the on-line instructions. This will provide you with ideas of possible careers.



Step 4:

Check the list of Work Experience Providers who only operate through Charter, Northern Ireland. This list is located on the Notice Board outside the Careers' Room.



Step 3:

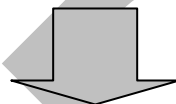
List the careers in order of preference:

1. _____

2. _____

3. _____

Choose a maximum of 2 from the above list.



Step 5:

Does your career/placement provider appear on this list?

YES

You cannot organise this placement yourself.
Notify Mrs Henderson who will explain the next stage.

NO

You should proceed to Step 6.

Step 6:

Identify who you would like to have your placement with. You should record the establishment's name, address, telephone number and who the contact for Work Experience is.

Name of Establishment	Address	Telephone Number	Name of Work Experience Contact

SUBMIT THIS INFORMATION TO MRS HENDERSON





Antrim Grammar School
Steeple Road, Antrim, BT41 1AF
Telephone: 028 9446 4091 Fax: 028 9446 8345

Work Experience Scheme

REPLY SLIP

I acknowledge receipt of a copy of the Employer's Consent Form (WEXAG2b) relating to my child _____ and have taken note of the dates and times that he/she is expected to attend.

SIGNED: _____ (PARENT/GUARDIAN) **DATE:** _____

FULL NAME (CAPITALS): _____

PLEASE COMPLETE AND RETURN THIS SLIP TO:

MRS J HENDERSON, WORK EXPERIENCE CO-ORDINATOR

DRAFT





Work Experience Scheme

Our Ref: WEXAG2a

Dear Sir/Madam

Re: Work Experience 23rd – 27th November 2009

Thank you for agreeing to offer _____ a Work Experience placement.

It is anticipated that Work Experience placements will offer the student many and varied opportunities. These will include:

- a) **Careers education and guidance:** raising students' awareness of the factors which may determine career choice and the requirements of particular employment sectors;
- b) **Attainment in individual subjects:** enhancing students' understanding of the knowledge and skills that are being developed within the curriculum.
- c) **Support for vocational qualifications:** improving students' understanding of the vocational areas they are studying and acquisition of relevant knowledge and skills;
- d) **Learning about the world of work:** preparing for the transition from education to work and a recognition of the kinds of "employability" skills and attitudes required by employers; such as problem solving, flexibility, types of communication used, time keeping and the ability to work with others;
- e) **General personal and social development:** enhancing their self confidence, maturity and their interpersonal skills;
- f) **Breadth of curriculum experience:** supporting students' learning in a range of areas which will prepare them for adult life, such as an understanding of social, economic and industrial issues, citizenship and enterprise;
- g) **Health & Safety:** helping raise students' awareness of the importance of following Health & Safety requirements in the workplace.
- h) **Career Planning:** contributing to the development of a young person's career plan.





Antrim Grammar School
Steeple Road, Antrim, BT41 1AF
Telephone: 028 9446 4091 Fax: 028 9446 8345

Work Experience Scheme

I enclose copies of the following documents:

- Employer Consent (WEXAG2b)
- NEELB Insurance Indemnity (WEXAG3)
- Child Protection for Placement Providers (WEXAG4)
- Employer Work Experience Evaluation (WEXAG5)

Can you please complete and sign WEXAG2b, WEXAG3 and WEXAG4 and return them to me at the address above? I will then send you a copy of the completed Insurance Indemnity Form and Employer Consent Form signed by the Principal, Mr Stephen Black.

I hope to visit the pupil during his/her period with you and should be grateful for your comments on his/her performance. I would also ask you to kindly complete the Employer Work Experience Evaluation Form (WEXAG5) and post it to me at the end of the placement.

Once again, many thanks for your help.

Yours faithfully

Mrs J Henderson
Work Experience Co-ordinator





Work Experience Scheme

EMPLOYER CONSENT

EMPLOYER'S DETAILS				
COMPANY NAME		NAME OF WORK EXPERIENCE SUPERVISOR		
ADDRESS		POSITION HELD IN COMPANY		
		WORK TO BE UNDERTAKEN BY STUDENT DURING PLACEMENT		
TELEPHONE NUMBER				
STUDENT'S DETAILS				
NAME		AGE		DATE OF BIRTH
MEDICAL/OTHER CONDITION(S)		SPECIAL DIETARY REQUIREMENTS		
SUBJECTS BEING STUDIED FOR AS LEVEL		SCHOOL CONTACT	Mrs J Henderson, Work Experience Co-ordinator	
NEXT OF KIN		ADDITIONAL EMERGENCY CONTACT DETAILS		
NAME		NAME		
ADDRESS		ADDRESS		
HOME TELEPHONE		HOME TELEPHONE		
MOBILE TELEPHONE		MOBILE TELEPHONE		
MEDICAL CONSENT	Permission has / has not been given by the student's parent/guardian for him/her to receive medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.			
DATE WORK EXPERIENCE COMMENCES		DATE WORK EXPERIENCE FINISHES		
ATTENDANCE TIMES				
DATE	DAY	START TIME	END TIME	
SIGNED ON BEHALF OF THE EMPLOYER		SIGNED ON BEHALF OF NORTH EASTERN EDUCATION & LIBRARY BOARD		
POSITION		POSITION	Mr S W Black, Principal	
DATE		DATE		





Work Experience Scheme

NORTH EASTERN EDUCATION & LIBRARY BOARD INSURANCE INDEMNITY FORM

In consideration of _____ (hereafter referred to as the Employer) agreeing to participate in the Work Experience Scheme arranged by Antrim Grammar School and to provide facilities for _____ (student's name) at the times and for the period set out in the attached Schedule (including the provision of any protective clothing or equipment which may be necessary) and supervision and to comply with all Health and Safety legislation relating to the workplace, the North Eastern Education and Library Board will indemnify the Employer against:

1. Legal Liability of the Employer to pay damages including Claimants costs by an event occurring whilst the student was attending for Work Experience.
2. Legal Liability of the Employer to pay damages, including Claimants costs and expenses in respect of Death or Bodily Injury if any person of such Death and Bodily Injury is caused by a student whilst attending Work Experience.
3. Legal Liability of the Employer to pay damages including Claimants costs and expenses in respect of loss of or damage to property.
4. Any claims, costs or expenses arising out of Death, Injury or Damages to Property where such claims, costs or expenses result from the negligence of the North Eastern Education and Library Board or the student.

It is a condition of this indemnity that students will not be permitted to drive, manage, control or move mechanically propelled vehicles of any description and indemnity will not be provided in any cases that arise as a result of a breach of this condition.

I confirm that I/We have Public Insurance and are satisfied with the indemnity detailed above and in return for receiving an indemnity from North Eastern Education and Library Board agree to fully co-operate with the Education and Library Board in defending any claim that is brought against me/us by the above named student.

Signed on behalf of Employer:

_____ Position: _____ Date: _____

Signed on behalf of North Eastern Education and Library Board:

_____ Date: _____

Mr S W Black
Principal





Work Experience Scheme

CHILD PROTECTION FOR PLACEMENT PROVIDERS

This document has been produced in consultation with the NSPCC

For adults working with young people, particularly those still of compulsory school age, it is important to be aware of potentially difficult situations. By following the simple guidance outlined below it should be possible to ensure that the placement is a secure and productive environment for both the provider and the student.

TOUCH

There may be occasions when you need to touch young persons (e.g. when you are guiding them in carrying out technical operations) but these should be kept to a minimum. Always discuss this beforehand, explaining what you are doing and why.

BEHAVIOUR

Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, you should avoid being over-familiar. Never permit 'horseplay' which may cause embarrassment or fear, or activities/suggestions of a sexual nature.

ENVIRONMENT

Where possible avoid being on your own in an isolated or closed environment with a young person. If unavoidable, ensure others know where you are and why.

TRAVEL

Ensure that there is a known destination and check-in times with a third party in situations where a young person will be travelling alone with an adult during placement. It is a good idea to make available a mobile phone (or equivalent) in such situations. Parental permission is needed.

MENTOR

Those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes and yet, at the same time, be at ease with them. Mentors should have clear guidance as to their responsibilities and boundaries.

DISCLOSURE

Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their environmental welfare or safety. In such situations you should speak to your line manager and share your concern with an appropriate representative of the education provider (usually this will be a school's work experience co-ordinator).

DISQUALIFICATION

In order to best protect children, all employees whose role will involve their being responsible for, or having unsupervised contact with young people, must declare whether they have ever been disqualified from working with children.

DECLARATION

This organisation agrees with the principles of Child Protection and Our Duty of Care for those children visiting our premises. We agree to abide by these guidelines in order to provide children with a safe environment to carry out their work experience.

Signed _____ Position _____ Date _____
Designated Child Protection Officer





Work Experience Scheme

EMPLOYER WORK EXPERIENCE EVALUATION

Completion and return of this form is of vital importance to the successful running of the Work Experience Scheme.

Please complete and return to:

Mrs J Henderson, Work Experience Co-ordinator at the above address.

EMPLOYER NAME	
STUDENT NAME	
WORK EXPERIENCE DATE	

Please tick the relevant box:

5 = Excellent, 4 = Good, 3 = Satisfactory, 2 = Fair, 1 = Needs Improvement, N/A = Not applicable

	1	2	3	4	5	N/A
PERSONAL SKILLS						
Attendance						
Punctuality						
Appearance						
HEALTH & SAFETY						
Regard of Health & Safety						
COMMUNICATION SKILLS						
Written & Oral (speech, listening & discussion)						
Asking and responding to questions						
RELATIONSHIPS						
Supervisor						
Colleagues						
TEAMWORK						
Ability to work in a group and showing co-operative working relationships						
Being flexible, versatile and adaptable						
RESPONSIBILITY						
Initiative						
Enthusiasm						
Commitment & motivation						
PROBLEM SOLVING						
Recognising and describing problems						
Seeking the right information						
Decision making and judgement						
IMPROVING OWN LEARNING & PERFORMANCE						
Ability to follow instructions						
Learning ability; seek & use feedback						
Recognising strengths and weaknesses						
Develop confidence						
Understand business issues						
COMMENTS ON THE STUDENT	COMMENTS WHICH CAN IMPROVE THE SCHEME					





Work Experience Scheme

STUDENT WORK EXPERIENCE EVALUATION

Completion and return of this form is of vital importance to the successful running of the Work Experience Scheme.

Please fill in all sections of this form and return to Mrs J Henderson on your return to school.

STUDENT NAME	
REGISTRATION GROUP	
WORK EXPERIENCE COMPANY	
WORK EXPERIENCE SUPERVISOR	
OCCUPATIONAL AREA	
WORK EXPERIENCE DATE	

1	Did you find your work experience placement useful?	Yes / No
	Please state reasons	
2	Did you find the employer and your supervisor helpful?	Yes / No
	If no, why?	
3	The work I enjoyed most was.....	
4	The part of the job I enjoyed least was.....	
5	If your placement was organised in conjunction with Charter, did your Career's Teacher give you your copy of the Job Description before the placement?	Yes / No
6	What additional information would you have liked before your placement?	





Work Experience Scheme

7	Would you recommend this work experience placement to a friend?	Yes / No	
	If no, why?		
8	Was your time used fully on the work placement?	Yes / No	
	Please expand.		
9	How do you think the company could have made a difference to your work placement?		
10	Has your work experience helped you to:		
		Yes	No
	Become clearer about your career choices?		
	Recognise the value of skills and qualifications you need to do the job?		
	Understand how you could progress within your chosen career?		
	Be more aware of what employers are looking for when taking on staff?		
	Have a better understanding of how people work together?		
	Improve your self-esteem/confidence?		
	Improve your team working skills and communication?		
11	From 1 to 10, please indicate how you rated your work experience.		
	Very dissatisfied		Very satisfied
	1	2	3
	4	5	6
	7	8	9
	10		
12	Are there any other comments that you would like to make regarding your work experience?		

Thank you for your co-operation.

Mrs J Henderson
Work Experience Co-ordinator





Work Experience Scheme

NORTH EASTERN EDUCATION AND LIBRARY BOARD	WENE 1
WORK EXPERIENCE	

Please complete the following details together with a completed WENE 2 form and return to the North Eastern Education and Library Board two weeks prior to commencement of the scheme.

Name of School	Antrim Grammar School
-----------------------	------------------------------

I have	1.	Received the written consent of the parents.
	2.	Established the medical fitness of the pupils participating.
	3.	Informed employers about insurance.
	4.	Received a completed assessment form and written consent from the employers.
	5.	Instructed the pupils concerning safety.

Signed:	(Teacher in Charge)	Date:	
Signed:	(Principal)	Date:	

WORK EXPERIENCE

Approval is given on behalf of North Eastern Education and Library Board for the Work Experience Scheme for:

School:	Antrim Grammar School	Submitted on:	
Signed:		Date:	

Assistant Advisory Officer – Business Education



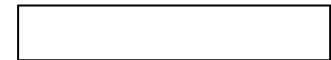
NORTH EASTERN EDUCATION AND LIBRARY BOARD

WENE 2

WORK EXPERIENCE

Page ___ of ___

Name of Student	Date of Birth	Course being followed	Company Name	Company Address	Company Telephone	Company Contact Name & Position	Type of Work	Period of Scheme



Our Reference C&L A

Date

Dear Sirs

Re: Work Experience

The Board's insurance arrangements are as follows:-

- The Board does not arrange a conventional insurance policy, but accepts its own risk and acts as its own insurer in respect of Employers Liability and Public Liability claims. Consequently the cover is unlimited.
- The Board must be informed immediately of any claim (or any circumstance likely to give rise to a claim) under the Work Experience Indemnity. Details should be forwarded (with a copy of this letter and a copy of the Indemnity and Schedule) to:-

North Eastern Education and Library Board
Claims and Legal Administration
County Hall
Ballymena
BT38 7LT

Yours faithfully

Principal Officer
Claims and Legal Administration

TH/