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### **Sixth Form Work Experience**

Following a recent government review of post 16 study programmes, all Sixth Form students are encouraged to undertake a range of work related experiences and complete at least 1 week of work experience while they are in Year 12 or 13. The DfE states that the placements should be "purposeful, substantial, offer challenge and be relevant to the young person's study programme and career aspirations."

In order to allow students to gain an insight into a variety of work place settings we are organising two events to take place during the academic year.

#### **Year 12 Career Inspiration Day: Tuesday 2<sup>nd</sup> March 2020.**

The "Career Inspiration Day" is an opportunity for students to have the opportunity to gain a greater understanding of the roles and responsibilities of individuals within organisations and the ways that organisations are structured and operate. In addition they can appreciate more fully the need for transferable skills in the work place such as punctuality and responsibility.

Students are merely expected to observe either a parent/carer or a family member at work and as such do not engage in tasks which constitute as work. This is not considered to be a full work experience.

All those with parental responsibility for Year 12 students are invited to take part in the day by agreeing to take their child with them to work on Tuesday 2<sup>nd</sup> March or by allowing their child to accompany a family member. If your child is unable to participate in this, we are going to provide an alternative work shadow experience on that day and details will be forwarded to students in due course.

We appreciate that you may need to speak to your employer before you are able to make a decision, you may also need to look into any health and safety aspects. We would expect that your child remains with you or the family member at all times at the place of work and that you will have responsibility for your child for the day.

If you are able to offer this experience to your child please **complete the attached form** and **return it to the Sixth Form Office** by **Monday 20<sup>th</sup> January 2020**. If you have any questions regarding the "Career Inspiration Day" please do not hesitate to contact your child's tutor in the first instance.

#### **Sixth Form Work Experience Placement/s**

In order to minimise the impact on students' learning we **strongly encourage students to arrange this work experience during one of the school holiday periods** or during Enrichment Week– this can include the summer holiday between the end of Year 12 and the start of Year 13. However, we recognise that it is not always possible to accommodate this and therefore we will allow students to miss one week of school in order to complete the work experience placement on the condition that they catch up with all missed work (there may be some times in the academic year when we are unable to approve absence to complete work experience – for example when internal or external exams are taking place).

In order to complete the work experience placement, students must follow the following procedure:

1. Discuss your requirements with your tutor, parents and Sixth Form Team if required.
2. **Approach employers** who may be able to offer relevant work experience to you. From previous experience, we have found that students have most success in securing a placement when they approach family or friends who can offer relevant work experience so we suggest that students take this approach first. If there are no family or friends options then students should refer to the list of employers that can be accessed via the 'Potential Work Experience Placements' links on the 'Sixth Form' section of the school website. These lists show employers that agreed in principle to offering work experience placements with Derbyshire County Council.

3. Once a relevant employer has been identified, the student must complete the '**Post 16 Work Placement – Initial Student Enquiry Form**', this must then be returned to the **Sixth Form Office**.
4. The Sixth Form Team will assess the risk level of the placement and will forward the relevant **Parent/Carer Consent Form** and **Post 16 Work Placement Form for completion by the Employer** if the placement is approved. Please be aware that placements deemed as High Risk will be processed through the Derbyshire County Council Work Experience Team and will require a minimum of eight weeks to process to ensure the necessary Health and Safety requirements are in place.
5. If the placement is during term time, students must complete a **Sixth Form Student Absence Form** at least 2 school weeks before their placement starts to ensure that teaching staff are aware of the time they will be missing from lessons – this should be returned to the Sixth Form Office.
6. While on placement, students must complete the '**Work Experience Student Placement Booklet**' as evidence of their placement. This must include the **Employer's Assessment Form from the employer** commenting on the students' performance. This booklet must be handed in to the Sixth Form Office, once completed, so that we can keep an accurate record of your placement before returning it to the student for future reference.

Although we appreciate that arranging work experience placements is an additional burden in what is already a very busy year for students, we do believe that it will be of significant benefit to students as they prepare for their potential careers and plan their next steps.

Yours sincerely,



**Head of Sixth Form**

**Belper Sixth Form Career Inspiration Day: Tuesday 2<sup>nd</sup> March 2020**

**Parent and Employer Consent Form**

Student Name:

Tutor Group:

Name of Parent/Carer/Family Member:

Name of Employer:

Address of Employer:

Parent/Carer/Family Member contact number during the work day:

**Parental Agreement:**

*I am happy to allow my child to come and observe me or a family member at the place of work as indicated above on Tuesday 2<sup>nd</sup> March 2020. I understand this day cannot be considered as work experience and therefore as such has to be classed as work shadowing. This means that the students are only allowed to observe the work that the adult does and cannot be engaged in any tasks that would constitute work. My child will remain with me or the family member at all times whilst they are at the employer's premises. I accept full responsibility for my child on the "Career Inspiration Day". If my child is ill on that day, I will contact school so that an absence can be recorded.*

**Signed by parent:**

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**Employer Agreement:**

- ☐ The student is to "shadow" their parent/family member for the duration of the day. Students are only allowed to observe the work undertaken by the parent/family member and cannot be engaged in any tasks that would constitute work.
- ☐ The student is not to be put in any high-risk situations when shadowing the parent/family member.
- ☐ I can confirm that the work place holds a Public and Employers and Liability Insurance.
- ☐ I can confirm that we hold a risk assessment for visiting members of the public that includes or can be amended to include young people.

**Signed by the employer:**