
A PARENTS/CARERS GUIDE TO WORK EXPERIENCE

SEPTEMBER 1, 2023
LVS OXFORD

Parents/Carers' Guide to Work Experience

Placements for Students

Why do Work Experience?

Work experience is an integral part of our school curriculum – it is not about training for a specific job/role. However, it should be an interesting and stimulating period for a student to gain insight into the world of work, this is of increasing importance as the business world is constantly changing its demands and specialisms. Work experience placements offer our students many benefits and opportunities such as:

- ✚ Enabling students to apply skills and deepen their knowledge and understanding of concepts they learn in the classroom
- ✚ Learning about the world of work
- ✚ Providing an insight into factors that may determine career choices
- ✚ Prepare them for adult life and making the transition from education to work
- ✚ To broaden the range of training, education, and employment
- ✚ To improve attainment by making learning more relevant in the context of the careers they choose
- ✚ **To improve student's employability and personal skills**

Our young people will learn and use a variety of transferable skills, personal qualities, and competencies that will contribute towards their employability.

What Type of Work Experience Can Students do?

There is a wide range of placements school students can attend, with very few occupational placements that are prohibited to students. However, in some cases, legislation imposes restrictions on the type of activities that students can undertake on Work Experience. These restrictions are in place to protect students from work unsuitable for them. Due to a student's inexperience and age some tasks may only be completed under strict supervision or in some exceptional circumstances, be observation only. However, the emphasis is always on trying to provide an interesting and well-balanced placement for your child.

How are Work Experience Placements Organised?

We have established Work Experience Partnerships with Blenheim Palace, Fairytale Farm, Ignite Sports, and Soho Farm where the school can arrange placements for students. We are constantly looking into forming more links with other businesses to help build a directory of approved employers.

We also encourage students and parents/carers to look for suitable placements near to home. Parents/Carers should encourage their child to think of a type of placement that they would like to have. Taking into consideration their personal preferences, for instance:

- working for a large or small company
- working outdoors or indoors
- dealing with members of the public
- Working within an office team
- using equipment like computers, photocopiers, or manufacturing equipment

Or they may imagine themselves working in a particular industry, such as:

- Agriculture/Horticulture
- Catering
- Engineering
- Community Care
- Clerical or Administration
- Hair and Beauty

Once a placement has been found either by the school or by the student themselves our work experience coordinator Gayle Fox will contact the prospective employer asking them to complete a Work Experience form with a description of duties, times, and days of working. Once this is agreed the school will check that the employer complies with the required Health & Safety Standards specified by the government and that they have the required valid Employer Liability insurance and that this covers students whilst on work experience placement.

Some prospective employers may require your child to attend an informal interview.

Once the placement has been agreed upon parents/carers will receive a letter from the school informing them of the placement, the required consent form and contact details, and any health/medical conditions that the employer should be aware of. This must be completed prior to the commencement of the placement.

Health & Safety Considerations

In a workplace environment, the primary duties that relate to the Health & Safety at Work Act (1974) are the responsibility of the employer. Students will be required to participate in an induction and must comply with the safety regulations set out by the organisation where they are working therefore the student must take reasonable

care for the Health & Safety of themselves and any other person who may be affected by their actions or omissions.

What Hours Can a Student Work Whilst on Work Experience?

The number of hours worked, together with the pattern of work is normally a matter of agreement between the placement provider and the school. Students attending placements arranged between the school and our placement providers will usually attend consecutive Fridays over several weeks and occasionally this can continue throughout the school year. However, if placements have been found through parental/student suggestions this may differ due to the employer's ability to support the students whilst on placement. In this instance, the times/days/length of placement will be negotiated between the employer and the school.





How Will My Child Get to and from Their Work Experience Placement?

Where possible students attending work experience offered by our placements will have transport provided by LVS. However, if a placement has been found near where the student lives and the student is going from home transportation will be the responsibility of the parent/carer.

Are Students Paid Whilst on Work Experience?

Students must not be paid whilst on Work Experience as it is part of their education curriculum and payment may invalidate insurance arrangements.

What Support Does LVS Provide During the Placement?

-  Throughout the placement, Gayle Fox/school will be liaising with the employer and student to see how the placement is progressing.
-  All work experience students will receive a Work Experience Logbook that they will complete throughout their placement which also contains all the relevant information the student requires, what is expected of them, and whom to contact if they have any questions or concerns during their time there. This logbook will also enable the student to record their experience and identify skills they have used and developed during their placement.
-  A member of LVS will visit to monitor the student's progress
-  When in the workplace, the student will be expected to behave and carry out tasks as any other employee of the organisation

How Can Parents Help?

- ✚ Help your child understand the goodwill of employers offering work experience opportunities
- ✚ Advise the school of any health matters which may affect your child's work placement. (This can be filled in on the consent letter you will receive)
- ✚ Complete, sign, and return all required paperwork promptly
- ✚ Encourage your child to undergo a pre-placement interview if this is required
- ✚ Ensure your child attends the placement regularly and punctually
- ✚ Ensure that the school is informed if your child is unable to attend
- ✚ If your child is experiencing any difficulties during their placement, please inform the school ASAP
- ✚ Encourage your child to have a positive approach to their work experience placement, even if it is not quite what they expected

Could You Provide a Work Placement

We always have a need for more Work Experience Providers, and we rely on the goodwill of employers to fill that need. Could you or someone you know offer work for a student?

If you can, please contact the Work Experience Coordinator Gayle Fox to discuss this in more detail.

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