

ARCHBISHOP
SENTAMU
ACADEMY
CHURCH OF ENGLAND



Work Experience Launch

successful futures 
NYBEP education and business in partnership



Work Experience



- **All Y10 students will complete 1 week of a work experience placement**
- The placement will be either:
- Monday 8th July to Friday 12th July or
- Monday 15th July to Friday 19th July
- **Careers week: All Y10 students will also complete 1 week of work related activities and workshops during the week they are not on work experience**

Work Experience



- All Y12 students will complete **2 weeks** of a work experience placement
- The placement will be:
- Monday 24th June - Friday 5th July 2023

Why do Work Experience?



- Gain insight into a career
- Gives a purpose to your child's education
- It can help your child find a job
- It can help with their application to College/6th Form/Apprenticeships/University
- They can gain valuable skills for their future development
- Adds value to their CV
- Your child can gain a positive reference from an employer

Employability skills



- Positive attitude to work, being polite
- Flexibility and enthusiasm
- Initiative - the ability to think for themselves in the workplace
- Reliability - turning up on time
- Communication skills – confident to talk to people, willing to ask for help and be a good listener
- Team worker – gets on well with others
- Literacy, Numeracy & Computer Skills

To get the most benefit

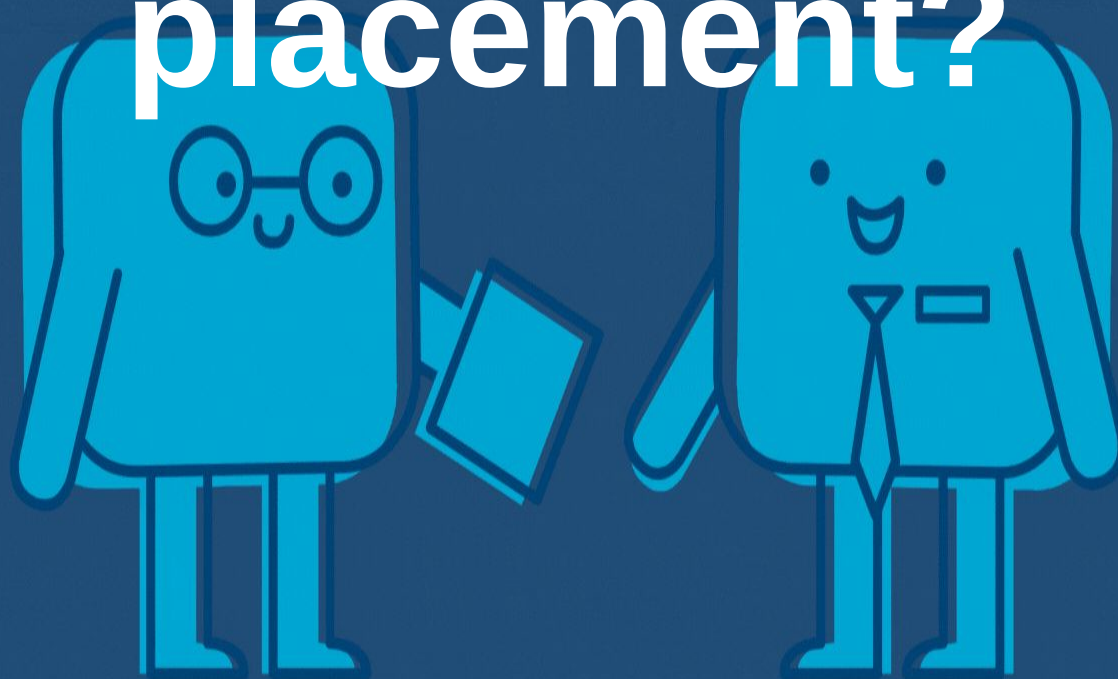


It needs to be an appropriate work placement based on:

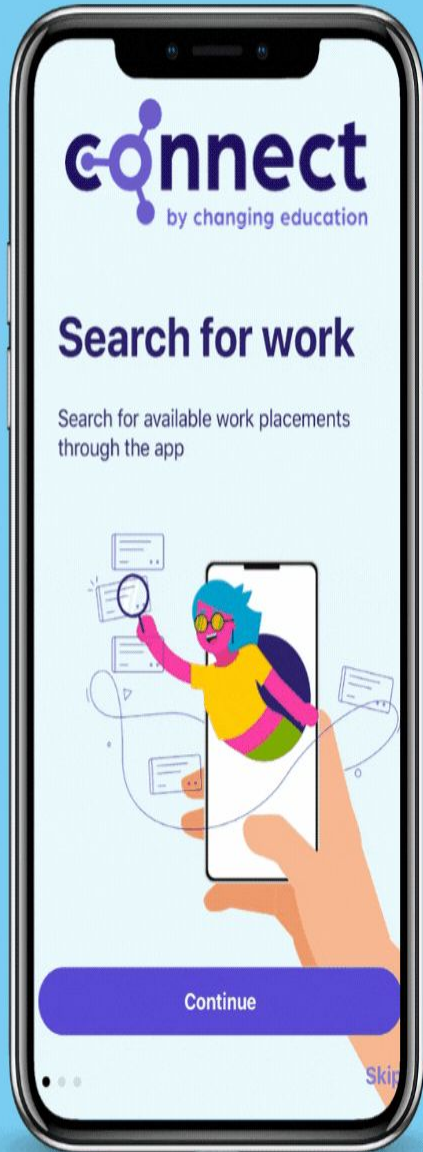
- A possible career route
- An area of interest
- Support a subject area or qualification
- However, if this is not possible, a work experience placement will still be a valuable experience of the world of work



What do I do once I have
found my own
placement?



Step 1: Download the app



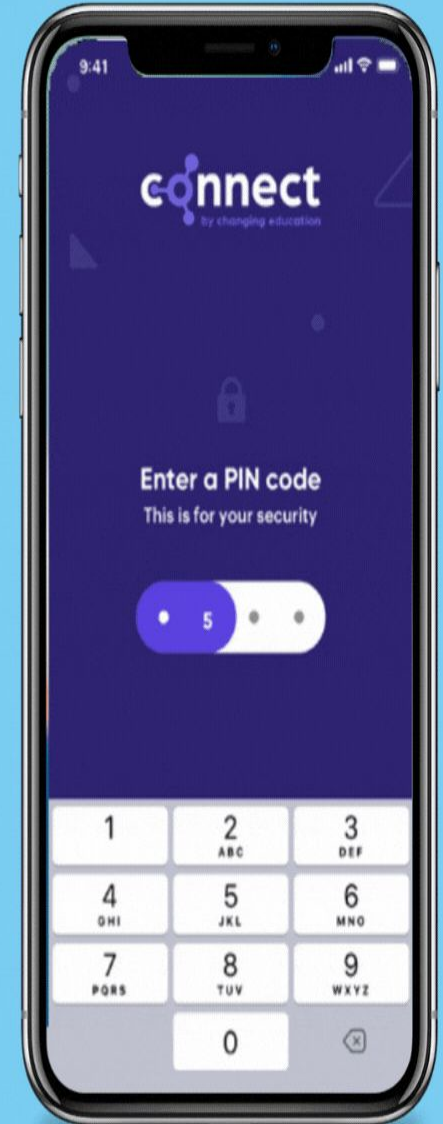
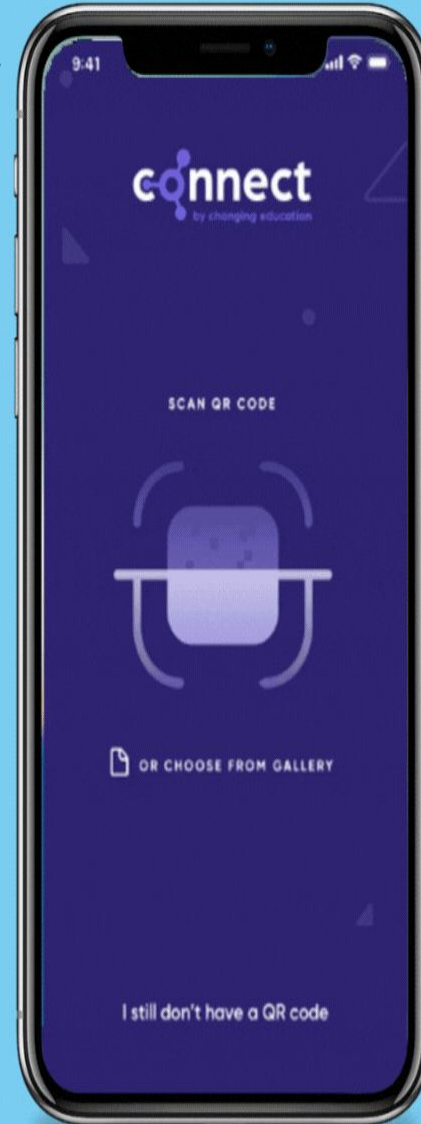
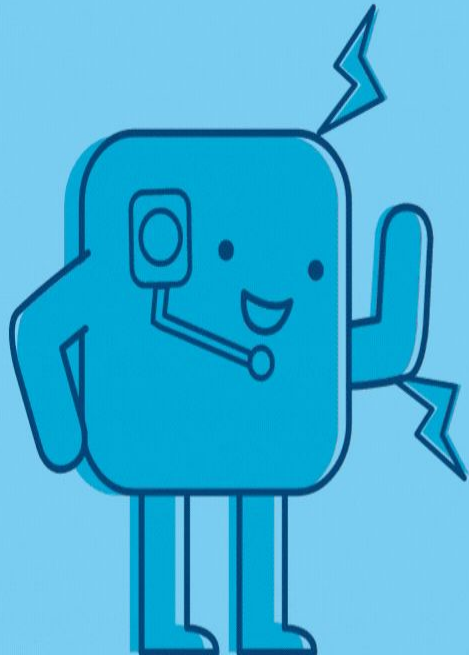
Type in Connect Placement Manager into your Apple or Google Play store and download the app. If you don't have access to a smartphone, we can provide you an email link to an online portal.



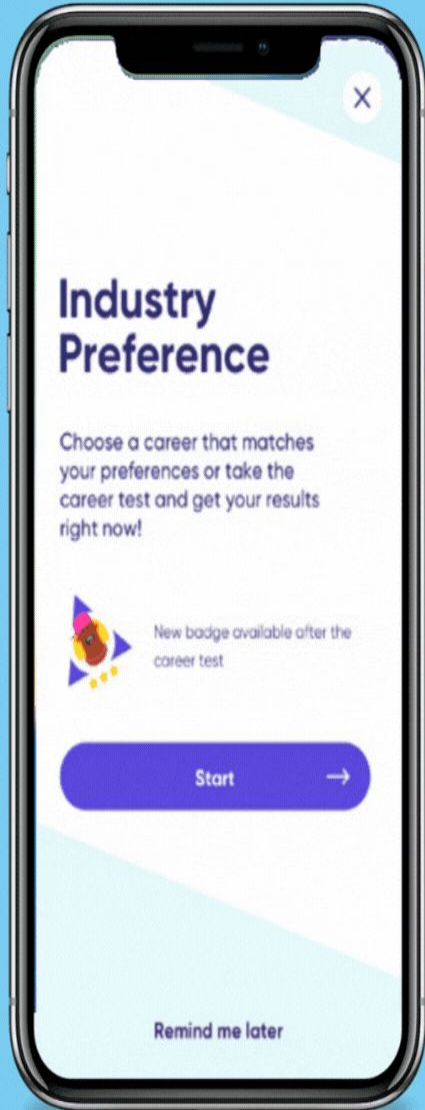
Step 2: Log into the app



Scan your unique QR Code or click the link in your invite email and create your own password.

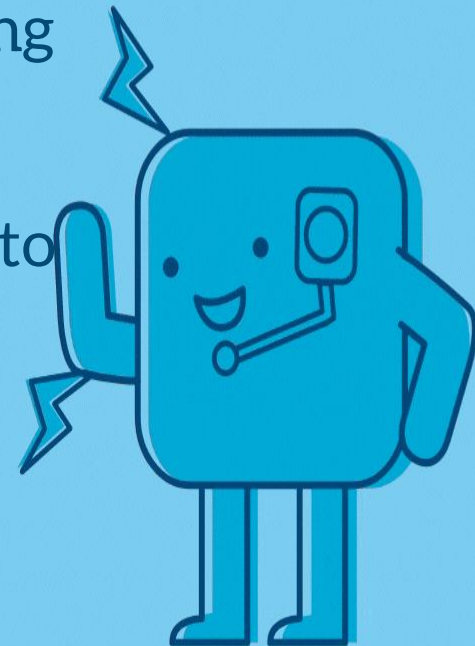


Step 3: Select your industry preference



We prompt you to input your industry preferences to help school understand the career paths you are considering.

It is also helpful for you to log your industry preferences during the pre-placement phase to reflect back on post-placement to see if your preferences have changed or remained the same.

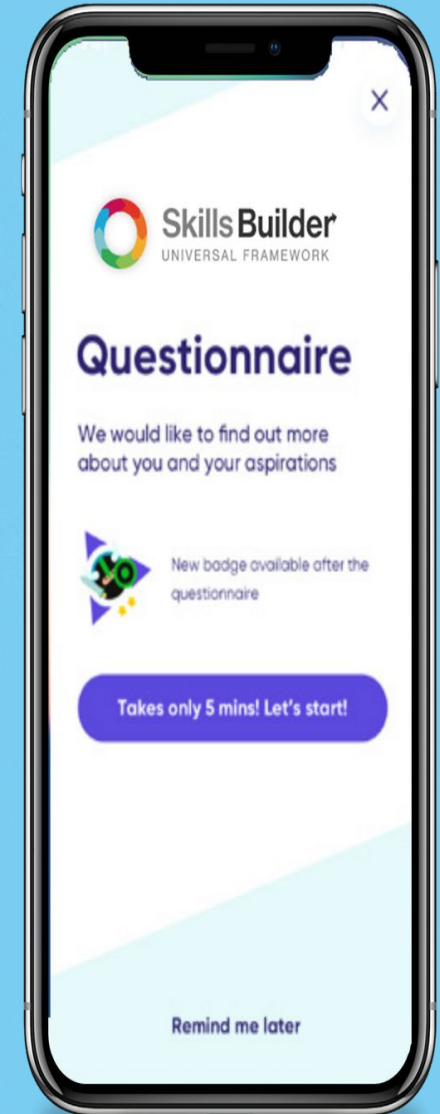
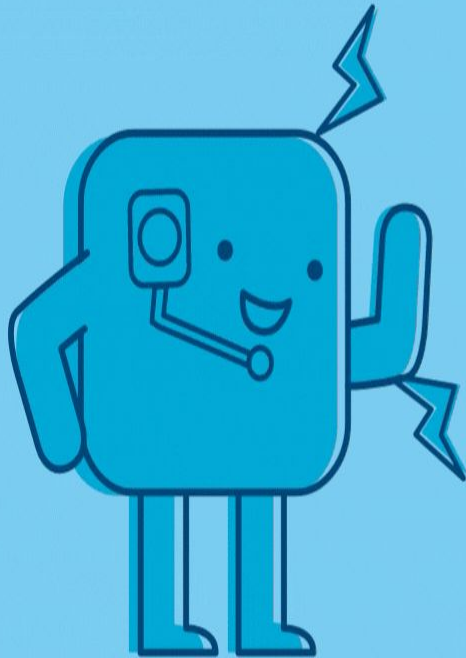


Step 4: Skills Builder

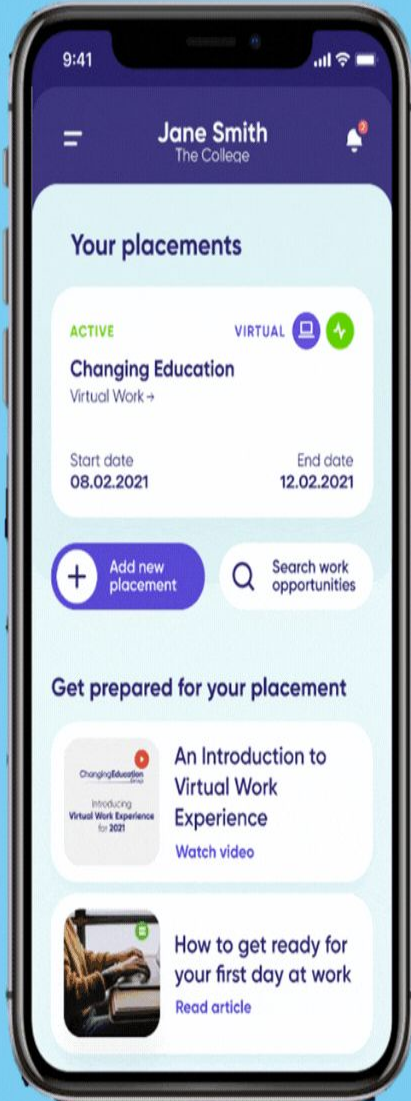


Our new Skills Builder tool will allow you to develop and reflect on your skills as an individual.

This is a key part in preparing you for your work placement as this tool will give you building blocks to improve your listening, speaking, problem solving, team working and many more skills before your placement starts.

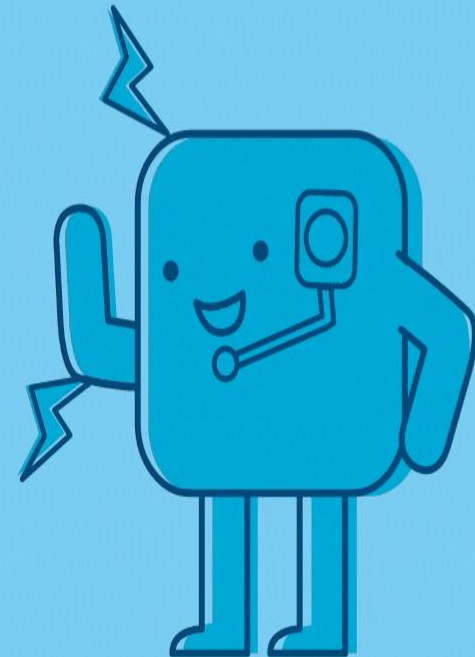


Step 5: Inputting your placement



Once you have found your own placement you will need to input the employer details into the app so that we can help the employer complete the risk assessment process.

You will need to input your self-found placement on the app at least **4 months** before your placement start date.

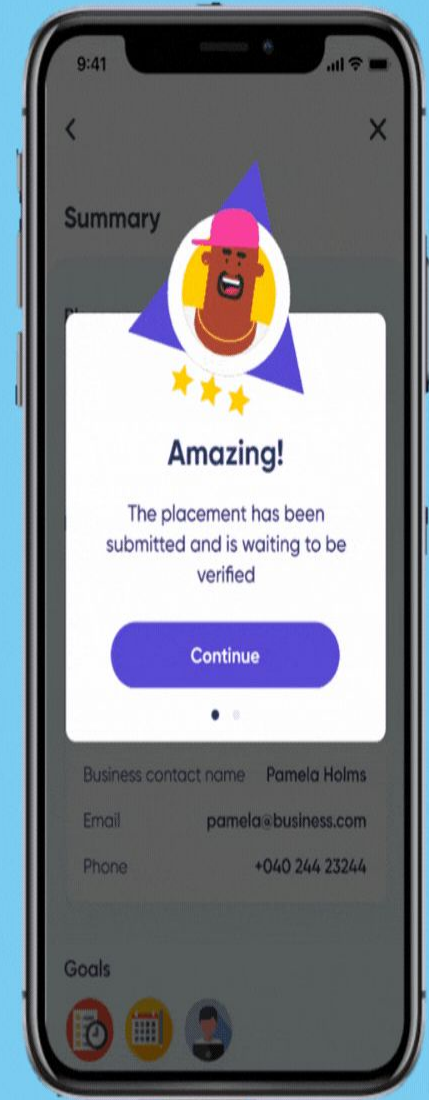
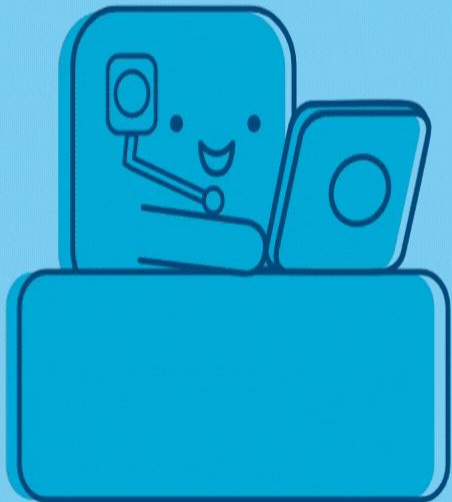


Step 6: Placement Verification



The teacher or staff member in charge of work experience at your school will then verify your placement based on whether or not they are satisfied with your chosen employer and their details.

If your placement is denied, there will be a comment from your school contact telling you why your placement is not suitable to go ahead.



Parent/Carer app

Upon verification, all parties, including yourself, will be sent an email link to consent to the placement. Without this students are not able to start their placement. Once consent is given this will start the risk assessment process therefore in order for this to be completed, please make sure that your child submits their placement on the app.



Work Experience - the process



- Students should try to find themselves their own work experience placement
- We require consent forms to be handed in by **Friday 1st December 2023**
- For **Year 10**, the deadline for finding a placement and recording it on the app is **no later than Friday 9th February 2024**
- For **Year 12**, the deadline for finding a placement and recording it on the app is **no later than Friday 2nd February 2024**

Work Experience - the process



- Once the placement details are uploaded, someone from NYBEP will visit the employer to conduct a risk assessment to see if it is safe for students to attend
- If the placement is suitable, students will be authorised to attend and this will show in the app
- If we do not think it is a suitable placement, then we will **NOT** authorise for students to attend and they will have to find somewhere else (we can also help you)

Work Experience - the process



- Nearer the time there will be a number of assemblies for students regarding work experience e.g. what to wear, how to behave and Health & Safety in the workplace

Work Experience



- If students think they may struggle to find a work experience placement they can:
- Speak with their tutor and they will email me. I will then go and speak with them
- Or, they can speak with me directly
- In addition, students can speak with Mrs Lockham (Careers Advisor) who is based in the library
- If students need any help with their letter/email, they must speak with their tutor, myself, or Mrs Lockham

How to look for work



- Look for local employers e.g. on the internet, Hull Daily Mail etc
- If parents/carers/family members have any contacts, students are allowed to have placements with them
- Write a letter to the employer
- Call in directly and ask to speak with the manager (students must go with an appropriate adult)
- Telephone and ask to speak with the manager
- There are also hints and tips in the app

Employer details



- Your child should know the name of the main contact
- They should also know their work telephone number
- This is the person they should contact if they have any problems
- Students could save the details on their phones or they could be written on paper to keep in their bag/pocket

Travelling to the workplace



- It is advised that students know how to get to their placements in advance of their start date
- They should know which bus to catch and the timetable of the bus
- Students should do a 'dummy run' so they are familiar with the route and where they should get off the bus

Expectations

- Students should dress appropriately and according to the type of placement
- Students must be punctual - placements are likely to have different timings. Students can work **40 hours**, which includes breaks
- If students are ill, they **must** inform the employer and the Academy
- Students should **not** use their mobile phones and they should be switched off. They are allowed to use them at break or lunch
- Students should be polite and behave at all times

Any problems



- If your child is experiencing any problems during their placement, you should contact Mrs Stephenson
- Further information will be provided in the letter

Additional requirements



- If there are any additional requirements for your child please contact Mrs Stephenson (details are on the letter)

What to expect

- Students should be given an induction on their first day
- They should be regarded as an employee
- As such, they should be treated with courtesy and respect
- Students may be a little nervous. The employer will know this and support them through the week
- Students will be given their own job roles
- Students cannot always do the specific jobs they would like
- Students may not like the placement they have selected

- **Thank you for coming**



- Do you have any questions?
- Please feel free to contact me at the Academy
- Mrs Stephenson