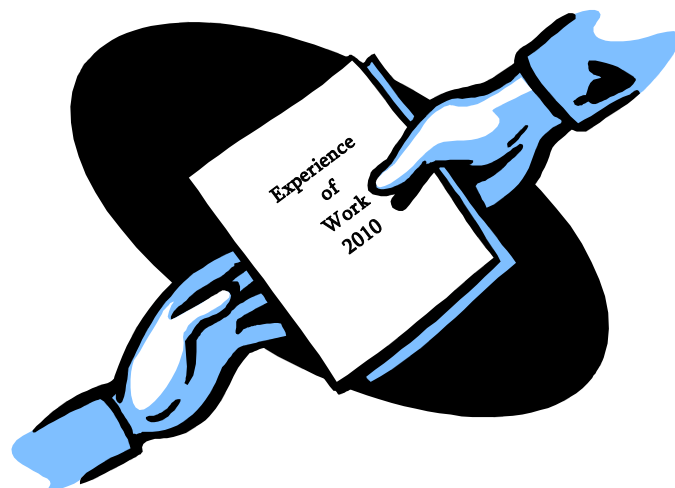


Kingsmead School

Year 10 Experience of Work

July 5th to July 16th 2010

A Guide for Parents



Experience of Work 2010

During Year 10, all Kingsmead students must complete two weeks Experience of Work between **July 5th–July 16th 2010**. This is a government requirement to promote work-related learning and enhance the employment skills and prospects of young people.

Students can either find a placement for themselves or they can choose a selection from **WebView**, the database of employers coordinated by Enfield Work Experience organisation (part of Enfield Education Business Partnership or EBP) where they will be randomly allocated one of their choices.

We strongly encourage students to find a private placement. In our experience students who find 'private placements' for themselves find the placement more interesting, rewarding and successful and employers respond favourably to young people demonstrating their initiative and willingness to work.

If you have specific requirements for your child e.g. you want them to work in a particular employment sector or in a specific location, they must find a private placement as WebView cannot be guaranteed to meet their needs.

How Can Students Find Their Own Experience of Work Placement?

You can help your child by encouraging them to think about what they would like to do during Experience of Work fortnight and discussing it with them. It does not have to be about chosen careers, it is simply to give young people a flavour of a work-place environment and the demands of it. Students can discuss their ideas with their form tutor or Mr Dow. Mrs Motis, senior teacher with responsibility for work-related learning and Ms Stevenson, Experience of Work Coordinator are also able to offer guidance and assistance.

Having decided what sort of company they are looking for, students can find contact details in a number of places.

1. Use a search engine like Google to do a search on the Internet using phrases that include the location or postcode, e.g. Florists, Enfield, or computer shops, EN1.
2. Have a look at a business directory website such as Thompson's (www.thomweb.co.uk) or Yell.com (www.yell.com).
3. Look at newspapers such as the London Evening Standard, The Enfield Advertiser and Gazette and see what companies are advertising in them and what may be of interest to them.
4. Think about organisations or employers that you know about and look them up in the phone book or on the Internet.

Contacting Employers

In a large company it is best to contact the Human Resources Department, in a smaller company students will usually need to write to/speak to the manager; email is also a very effective way to contact a company. As students are at school all day it is acceptable for a parent to contact organisations on their behalf.

If your son/daughter is interested in working in a local shop then it is a good idea for them to go along in person and ask to speak to the manager, they should try to do this at a time when the shop is not likely to be busy. Please remind them of the importance of body language and communication skills, they should be friendly, polite, speak clearly and look enthusiastic!

In order to avoid disappointment it is best if your son/daughter makes contact with several companies as they may not receive a reply or the company may take several weeks to reply to them and then say 'no.' Students should not be disappointed if the answer is 'no,' please explain to them it is nothing personal and it is a valuable lesson for them in what it is like job-hunting in the 'real' world; they should view it as an important learning experience.

If your son/daughter successfully finds a private placement they must ask their prospective employer to complete and sign a private placement form. Private placement forms are available from Ms Stevenson, Experience of Work Coordinator and on the web site www.Enfield.enfield-workex.org.uk. All completed forms should be returned to Ms Stevenson ASAP. **The deadline is Monday 22nd February 2010.**

Placements Outside of the London Borough of Enfield

A private placement does not have to be within the borough of Enfield. If you are happy for your child to commute to central London to work, you will find they have far more options open to them. Central London placements are often of a higher quality and students benefit enormously from working in high profile, prestigious organisations. Students also gain an insight into the realities of travelling on the tube or rail and it improves their self confidence, organisational and planning skills. It also gives them an opportunity to enjoy all central London has to offer in terms of art, history and culture. We can assure parents that central London placements are equally as safe, if not more so, than working locally.



Students may also work in other London boroughs and the home counties, however, placements abroad are not permitted.

Selecting an Experience of Work placement from Enfield Work Experience's Database WebView

If your child is unable to find a private placement or they are hoping to secure one but it is not definite, they will be required to attend a training session on how to use **WebView**, the database of placements available via Enfield Work Experience organisation. **Training sessions will take place in March/April 2010.** During these training sessions they will be required to select 4 placements they are interested in and from this list of 4 they will be randomly allocated 1 by Enfield Work Experience organisation. When their form tutor informs them about their training session it is vital they attend. Once they have made their selections they can log onto the database at home and show you what they have chosen.

To repeat, **we strongly advise you to help your child find a 'private placement,' they should not, (if at all possible) restrict themselves to EBPs database selection.** They may regret it if they do not secure their first choice and as students from other schools will also be selecting placements from EBPs database, this is a real possibility. In particular, **students must find a private placement if they wish to work in a certain employment sector or geographical area.** The WebView database of placements will not have sufficient employers to meet all students/parents requirements and expectations.

Interviews

Once they have secured an Experience of Work placement, either a private one, or through selecting one from the Enfield Work Experience database, students must attend an informal interview with the company/organisation. When they are given the appropriate paperwork it will be their responsibility to phone up and make the arrangements for an interview. Where possible interviews should be arranged after school, though in exceptional circumstances (and only with the permission of Mr Dow or Mrs Motis and with a letter of explanation from a parent) they may be allowed to attend an interview during school time.

Health and Safety

During your Experience of Work fortnight every employer has a duty of care to safeguard your child's health and safety. All placements are checked to ensure they have the correct, legal, health and safety procedures and insurance in place and students should be given a health and safety induction on their first day of work.

Please encourage your son/daughter to be positive about their Experience of Work fortnight and look upon it as an important learning experience. It may be your child discovers they'd really like to work in a particular area of employment or they may learn that it is definitely not what they want to do when they leave school. The vast majority of students enjoy Experience of Work and find they have lots to discuss about the two weeks. Students usually return to school with a greater focus on what they need to do in the future to enhance their employability skills and secure a good job.

WHAT YOU CAN DO NOW TO HELP YOUR CHILD

- Discuss with your son or daughter what sort of company or organisation they would like to spend their Experience of Work fortnight with. Do they have a chosen career in mind or would you just like them to gain an in-sight into a working environment? What are their strengths? Are they good at writing, drawing, practical skills, I.C.T.? Are they a good organiser? What are their interests? Health & Beauty? Cars? Art? Computers? Sport? Music?
- Try and help them find contact details on relevant companies e.g. search on the Internet, look in a business directory like Thompson's, or a local paper, look at retailers in local shopping areas.
- Help them to contact prospective employers either in person, by phone, email, or letter or do it yourself on their behalf.
- It is best to contact several companies to widen their options.
- Once they have successfully secured a 'private placement' ensure that the form is completed in full and returned to Ms Stevenson, ASAP. NB: The employer must remember to state their insurance details, forms without insurance details cannot be authorised.

PLEASE ENSURE YOUR CHILD DOES NOT LEAVE IT TOO LATE TO ORGANISE A PRIVATE PLACEMENT, IT IS TO THEIR ADVANTAGE TO ORGANISE ONE AS SOON POSSIBLE.

THEY MUST SECURE A PRIVATE PLACEMENT AND COMPLETE THE PAPERWORK BY:

MONDAY 22ND FEBRUARY 2010

For further information please refer to Enfield Work Experience's web site

www.Enfield-WorkEx.org.uk