



## THE HOLLYFIELD SCHOOL WORK EXPERIENCE NOTES FOR PARENTS AND CARERS 2022

### **Why Work Experience?**

The aim of our scheme is to provide your daughter/ son with the opportunity to experience the world of work. In contrast to a visit to a company, which allows students only to watch other people, work experience gives them a chance to participate actively in a real working environment.

By giving them an insight into the world of work it helps them to adjust to adult working life. In many cases it guides them towards appropriate career choices and helps them with their choice of university course or apprenticeship. Many courses look very favourably on appropriate work experience and can be an important element in gaining a place.

### **Who can take part?**

Students in Year 12 of the Sixth Form.

For the purpose of work experience only, the Education Acts of 1996 to 2002 suspend the laws and local bye-laws which restrict or prohibit the employment of students of compulsory school age.

### **What hours of work?**

The hours of work will be no more than the normal hours worked by young employees (aged 16 - 18) of the company or organisation concerned. Any other legal restrictions which apply to young workers (aged 16 -18) also apply to students of 14-16 undertaking work experience. The maximum hours of work are no more than 40 hours per week, which is controlled by the Working Time Regulations 1998 and students should not be asked to work more than 5 consecutive days in 7.

### **How long does it last?**

Work experience should last, in total, for five working days.

### **What type of work?**

Sixth Form work experience is aimed at helping student's access university courses and help with career choices. The work experience should therefore be appropriate to this aim.

### **Who makes the arrangements?**

Students find their own placement.

Employers value the effort made by young people in setting up their own placements and the experience for both parties is invariably a better one.

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If your son/daughter has any significant medical, or other special needs that may affect his/her work experience you must discuss these with the employer and school, before the placement begins.

### **What about Insurance and Health and Safety?**

The students are covered by the normal Employer Liability Insurance scheme and are deemed, for the purposes of the placement, to be employees of that firm. Recent guidelines state that employers are expected to have health and safety guidelines in place for its employees. No extra checks are needed by the school unless the workplace is considered hazardous. If this is the case the school reserves the right to not authorise the placement.

**Any employer who does not have Employer Liability Insurance or is potentially hazardous cannot be used as a work experience provider. The work experience cannot be condoned and the placement must not proceed.**

### **What about pay?**

Work experience is not employment in the usual sense but part of the student's education. They must not be paid by the employer, nor is the employer allowed to pay the school or the Royal Borough of Kingston Council.

### **What else do parents need to know?**

No student is allowed to take part in a work experience scheme without the written consent of a parent or carer. **Before the placement can proceed it is the responsibility of the employer to undertake relevant risk assessments and to communicate their findings to the parent/carer.**

Parents are asked to let the school and the employer know as early as possible in the morning **if their son or daughter cannot attend that day for work experience.** The employer agrees to inform the school of any serious misbehaviour of students during work experience and to send the student(s) concerned straight back to school, if possible. He/she will also notify the school immediately of any accident involving a student or of any case of illness. If incidents occur after normal school hours the school emergency contact number should be used.

If there are any questions regarding the above information, feel free to contact Ms Alam [talam@hollyfield.kingston.sch.uk](mailto:talam@hollyfield.kingston.sch.uk) at Hollyfield school.



## FREQUENTLY ASKED QUESTIONS 2021

### 1. How long does work experience last?

Work Experience will last one week.

### 2. Can I change or extend the dates of the work experience week?

No. Any student wishing to take part in work experience/shadowing outside of our dedicated week must do so outside of school hours, the school cannot participate in any aspect of this. If you are applying for a medical/vetinary/dentistry placement, please see Ms Alam (Head of Year 12) to discuss further arrangements.

### 3. Can I work abroad?

No, this may also include Ireland and Northern Ireland as it not always possible to complete the relevant checks.

### 4. Will I get paid?

No.

### 5. Can I work with a relative or family friend?

Yes, providing their company has Employers' Liability Insurance. It is advisable to seriously think about working with a close relative as it can be difficult to form a working relationship.

### 6. What do I need to know before finding a placement?

You must check that the company can offer a placement in the dedicated week and that they have Employers' Liability Insurance. **This is extremely important; students cannot work in a company that does not have Employers' Liability Insurance – even family.** Please think about the type of work you will be doing and that it is suitable for you, including any high risks that may be involved e.g. Roofer = height, etc.

### 7. What hours can I work?

The maximum hours of work are no more than 40 hours per week, which is controlled by the Working Time Regulations 1998 and students should not be asked to work more than 5 consecutive days in 7. The arrangements will of course vary according to the preference of the employer and of the school.

### 8. How do I get there?

You are expected to make your own way to and from your placement; this should be taken into account when looking for a placement

### 9. Will the school support me during work experience?

Yes. The Work Experience Coordinator is available every day in school. You will attend a Health & Safety briefing before your placement starts.

