



Year 10 Work Experience 2024

Further information for parents and carers.

The work experience programme is an integral part of our careers provision for Year 10 students. **This year, placements will take place between 8th - 12th July 2024.**

The week promises to be an exciting and enjoyable experience, providing students with an opportunity to sample the world of work in a real environment, helping them to make informed decisions about their future career whilst also improving their self-confidence and personal and social development as it prepares them for the demands and expectations of the rapidly changing world of work.

Work experience is highly valued by higher education providers and future employers when students' complete applications for colleges, apprenticeships and employment in the future.

The Work Experience programme

Work experience is considered an important part of our school curriculum and students learning, as such all students are expected to take part and attend a workplace on each day of the programme.

West Hill engages the services of Positive Steps to deliver the programme. Positive Steps will liaise with business/employers to ensure the necessary insurances and checks are in place before any placement is authorised.

The work experience programme requires students, parents, school, the business and Positive Steps to work together to enable a successful placement and learning outcome. As last year we will be using the Connect career management App provided by Positive Steps to manage and coordinate the placement process.

Work Experience Placements

West Hill School strongly encourages pupils to find their own placement.

Employers often favour students who have approached them directly and show an interest in working in that particular business or occupation. Researching opportunities, contacting employers and 'applying' for placements is part of the learning opportunity that the programme offers. Self-placement also ensures that students attend placements that match their future plans or likes and dislikes as well as taking into account the location of the placement in relation to the family home.

We ask that placements are within a reasonable commutable distance of the home address.

Students should work the normal working hours of the business, for the duration of the placement.



Travel to and from the placement should not be included in the hours and is the responsibility of the student/parent.

Placements 'working from home', based in or operating from private homes are not allowed.

Certain high-risk activities (e.g., operating dangerous machinery) and placements with inadequate insurance and health, safety and welfare arrangements will also not be approved.

We encourage pupils to find placements as soon as possible as there may be other schools across Tameside Greater Manchester also approaching employers.

Students will be required to contact employers again two weeks prior to the start date to confirm final arrangements.

ConnectED career App

This year we will be inviting students to download the ConnectEd App onto their own mobile phone. This is a specialist career management App, designed by Changing Education is licensed to Positive Steps. The App will enable students to record details of their placement, have visibility of the approval process and access a range of support material such as Skills Builder profile and tips for starting the placement.

Subject to your approval students will be emailed an invitation to download the App onto their mobile phone. Students that are unable to use the App will be supported in school to access the system via a website.

Instructions for downloading and use are available on the school VLE and website, but put simply; students input the placement details; school staff check and approve/decline the suitability of the placement; employers and Positive steps are contacted electronically through the app; employers submit relevant insurance and risk documents to Positive Steps who approve/decline the placement. The progress of the placement approval can be tracked by students on the App.

Expectations

We expect students to demonstrate the highest levels of attendance, punctuality and behaviour whilst undertaking work experience placements.

It is the responsibility of parents and/or students to provide employers with details of any additional special requirements that the employer needs to be aware of (to include medical or behavioural issues) West Hill School will not share personal student information with Positive Steps or employers.

There is no cost to students/parents for placements. West Hill school covers the cost of the insurance and risk management checks. However, any travel costs and other expenses are the responsibility of parents.



Parents are expected to follow the normal school attendance procedures during the placement week **and** to also inform the employer of any absence.

Timeline:

Action	Date/Deadline
Launch assembly Parent letter/consent Email App download invite Start placement search	Thursday 11 th January 2024
Parent consent received App downloaded	By Monday 29 th January 2024
SELF PLACEMENTS SUBMITTED	By Monday 15th April 2024
Contact the employer to confirm final details	Week Commencing 17 th June 2024
WORK EXPERIENCE WEEK	Monday 8th July – Friday 12th July 2024
Review, evaluation and feedback	In school w/c 15 th July 2024