

Northampton School *for Boys*

Work Experience

Information Guide for Parents of Y10



Introduction

At Northampton School *for Boys* we have a planned programme of Careers Education and Guidance at each Key Stage and as your son moves into Y10 he will undertake a Work Experience Placement during Personal Development Week. This year Personal Development Week is **Tuesday 17th – Friday 20th October 2023**; during this week, your son will be on **placement for 3 days Tuesday - Thursday** followed by a day of review and reflection on the Friday, which will take place in school.

In this guide, you will find information about why we do work experience, how you can help your son find and choose a placement, what Northampton School *for Boys* expects of your son whilst on placement and what his key deadlines will be between now and Personal Development Week 2023.

Why do we do a Work Experience Placement?

Young people nowadays can be some of the most disadvantaged in the labour market because they lack the experience and exposure to job-specific skills that most employers require of them. In the last few years, there has been a notable shift in attitudes towards work experience, both from the business community and at Government level.

Work experience is without doubt something that employers value, and can often be of more business value than specific qualifications. 15% of jobs advertised in Northamptonshire list basic skills and attitude/behaviour as main priorities for successful applicants; furthermore, 18% of businesses highlight that communication and time management skills are essential for interested candidates. Business cannot expect applicants to possess these skills if we do not create worthwhile opportunities to expose our young people to the world of work.

Employer perceptions of young people have transformed over the last generation following marked changes in the job market; with the concept of a 'traditional' job changing, technological advances leading to industries disappearing and the ever increasing cost of Higher Education, the labour market is constantly evolving and there is a duty of care for businesses and schools to help young people make more informed careers decisions. Work experience is a fantastic way in which to do this.

A Work Experience Placement is crucial to the successful development of your son's Employability Skills and will compliment his academic curriculum in C&G lessons; it is a fantastic opportunity to spend a week with an employer of his choice and can help him decide what he might do in the future. Many students can think that a work placement is about having a week out of school, or simply testing a job they fancy doing in the future, but it is about so much more than that. It helps young people to develop real skills that will allow them to be successful in today's competitive and fast-paced world of work. Some of the benefits of a work placement are listed below:

- Develop communication and time keeping skills
- Increase in confidence and independence
- Gain a real insight into the world of work
- Develop employability skills
- Gain a true sense of achievement
- Know and understand better what job you want to do in the future (and what qualifications you need from School to be able to do this)
- Meet new people
- Understand the importance of schoolwork
- Could lead to a part-time job (28% of people of students on work experience placements are offered part-time roles following their placement – *Centre for Economic and Social Inclusion 2014*)

What to choose

It has been made clear to your son that it is his responsibility to source and secure a work placement; the Government has now made it compulsory for all students under 16 to do one placement before they leave Y11 and so there will be thousands of other young people in our local area applying for work placements. The sooner your son can start his search and confirm his placement, the better.

Your son has so far received an information assembly and a Student's Work Experience Pack which includes a 'how to' guide, a checklist of core activities, key dates for paperwork deadlines and an overview of the support available to him in school. Below you will find a list of ideas of companies to consider approaching for a work placement (your son has also received this list); this list has been compiled to help those students who are more unsure about they want to do in the future to pick a placement based on the subjects they enjoy at school.

Work Placement Ideas:

- **Art:** museums, galleries, art magazine, auction house, charity, community centre/initiative, fashion organisation, photography company
- **Drama:** school, local theatre, theatre companies, theatre schools, fashion organisation
- **DT:** manufacturing company, construction firm, energy companies, engineering consultancy firm, graphic design company
- **Finance:** bank, accountancy firm, consultancy firm, finance department of a large company
- **English:** newspaper, magazine, publishing company, library, schools
- **Geography:** council, environmental agencies, transport company, estate agent
- **History:** schools, library, museum, conservation and heritage management company
- **IT:** tech company, big companies that have an in-house IT team, e.g. Network Rail, software, graphic design companies
- **Languages:** schools, travel company, foreign language institutions/teaching schools, translation company
- **Law:** lawyer/solicitors firm, legal advice companies, charity, the police, legal department of a large company
- **Maths:** accountancy firm, software developer, banks, engineering company, construction firm, finance department of a large business
- **Music:** school, theatre, music schools, recording studios
- **Politics:** local council, charity, newspaper/magazine, marketing and PR company
- **Science:** schools, scientific research/development company, vet, pharmacy, GP surgery, hospital
- **Sport:** fitness centres, schools, sports marketing/event management companies, professional sports teams, sports charities, sports clubs, community centres/initiatives, physiotherapy clinics (private or NHS)

How to find and apply for a Work Experience Placement

Your son will need to approach multiple companies in order to secure a work experience placement and we have suggested they follow a few key steps:

1. Decide on an industry or type of company you want to work for
2. Conduct internet research to find local such companies
3. Make contact via phone and/or email

For more detailed information on each step, please consult your son's guide.

One thing we have made clear to them is that in years gone by, people have applied for work placements by posting a lot of letters – in the modern world of work this is a wasted effort. Most companies will not reply to letters, so it is much better to get in touch via phone or email.

We have also given your son information about making follow up contact with a company once they have confirmed a work placement:

- Your son **must** have their work placement confirmed in writing and the name of their main point of contact within the organisation (this must be sent to the work experience inbox)
- Your son **must** get their Employer Initial Form filled out by the company (completed on Unifrog) before they start the placement
- Your son **must** get their Parent/Guardian Agreement Form filled out by the relevant person at home (completed on Unifrog) before they start the placement

Some companies will request a face-to-face meeting, an interview of sorts, before they agree to offer your son a work placement; if this is the case, the school must be informed before the meeting takes place. Equally, we have encouraged your son to arrange a face-to-face catch up before the placement starts to try to alleviate first day nerves.

It has been made explicitly clear to your son that should they not conduct themselves in a polite and respectful manner during their search for a placement then they will not be permitted to go out on placement and will instead remain in school for the week.

Virtual Work Experience Programmes

Due to the changing landscape of the world of work due to the impact of Covid-19, many big, multi-national companies offer virtual work experience programmes. Your son has been encouraged to research these as part of their preparation and should they be intending to apply for a virtual programme.

If your son wants to undertake a virtual placement, the dates must coincide with the formal Y10 work experience dates; any dates that do not coincide can be approved but they will be completed in addition to the formal dates advertised.

Virtual placements still require the placements tool to be completed in Unifrog, you simply select the 'virtual' option and complete the information as required.

Established Links

Northampton School *for Boys* has established links with many local companies across a variety of sectors, details of which we are happy to share with your son on a first come, first served basis. If the school provides them with contact details for a link company, it is still their responsibility to make the contact and organise the placement.

Please also be aware that for these placements, the school will monitor the placement closely as we and previous students have worked hard to establish and maintain these important relationships. Should the school at any time feel that your son puts that relationship in jeopardy, we will intervene and may ask them to source an alternative placement.

Key information for parents

Being out of school on a work experience placement can be an exciting and/or scary time not only for the young person, but also for their parent/guardian. Below is a list of a few key things we would like to highlight to you:

- **Behaviour:** your son's behaviour whilst on work placement must be impeccable; we expect them to behave exactly as if they were in school - be polite at all times, be a good listener, and remember the school's core standards: *Considerate, Courteous, Co-operative, Friendly, Hardworking, Honest, Trusting, Generous of spirit.*
- **Mobile phones:** we appreciate your son might need his phone to arrange transport or other personal admin but other than that, they should not have any need for them during their work placement. We have instructed students that their phones should remain in their bags and switched off at all times.
- **Social media:** we have given your son very clear instructions about safe and professional use of social media whilst on placement and have instructed them that it is highly advisable not to post anything about the

company on social media; we would encourage parents/guardians to do the same and not make any public comments about a company.

- **Safety:** the company that offers your son a work placement has a duty to make sure they are safe during their time with the company and they are legally bound to go through Health and Safety procedures with them on arrival. We as a school also have a duty of care to make sure your son is safe on placement and so you must let us know if your son does not feel safe, or if anything makes you feel uncomfortable during your son's work experience.
- **Working with young children:** if your son arranges a work placement in a primary school or nursery, he will have a specific meeting with Miss Rickaby before he goes to remind him about behaviour with young children.
- **Transport:** it is crucial that your son plans his transport to get to and from his placement before he starts. We have encouraged your son to do a trial run of their chosen transport route, whether that be using public transport or a parent/guardian driving in their car. Please be aware that Northampton School *for Boys* will not pay for any transport costs.
- **Sickness:** if your son is unwell during their work placement, they must phone the company **and** school as soon as possible.

Safeguarding and DBS Checks

- Northampton School *for Boys* has a duty to ensure the safeguarding of students who undertake work experience placements as outlined in our Work Experience Policy.
<https://www.nsb.northants.sch.uk/attachments/download.asp?file=1049&type=pdf>
- A Risk Assessment needs to be completed for each Work Experience Placement with consideration to the directives in Keeping Children Safe in Education 2021 (KCSiE) that stipulates schools should obtain an Enhanced DBS from an employer where relevant, to protect the children from harm whilst in Work Experience Placement when working under supervision where there is 1:1 or 2:1 direct supervision of the child. Where the placement takes place in a communal work setting, an Enhanced DBS may not be required depending upon supervision and regulated activity determination.
The Unifrog platform will help to notify the school where DBS are required.
Northampton School for Boys requires all placement providers to complete the Employer Initial Form via Unifrog (which will be sent to the employer upon logging the placement in Unifrog); if this documentation is not complete, we cannot allow your son to undertake the placement. The Careers team at NSB will closely monitor progress of each placement and will help to chase up outstanding documentation.
- In the event of an Enhanced DBS check not being supplied (where required by KCSiE), your son will unfortunately be unable to undertake the placement.
- Should you have a Child Protection concern about a child during their work experience placement you should refer to the Designated Safeguarding Lead, Mr Kneeshaw. For any other concerns please contact Assistant Head (Personal Development, Mrs Greenaway, or the Careers Leader, Miss Rickaby on 01604 230240.

Documentation/Deadlines

Before your son leaves school to start their work experience placement there are a few pieces of documentation that they will need to get completed (on Unifrog):

- Student Initial Form
- Employer Initial Form
- Parent/Guardian Agreement
- School Permission

Please be aware, when your son comes back from their placement, we will request feedback from the host employer.

Deadlines TBC.

Support from Northampton School for Boys

Northampton School *for Boys* is available to support your son at any point during his placement. It is imperative that you contact the school should you require support at any time and below you will find key contact information:

Careers Leader: Miss Rickaby – 01604 230240 – hrickaby@nsb.northants.sch.uk

Head of Year: Mr Winfield – 01604 230240 – twinfield@nsb.northants.sch.uk

Assistant Head Teacher: Mrs Greenaway – 01604 230240 – lgreenaway@nsb.northants.sch.uk

Careers Advisor – workexperience@nsb.northants.sch.uk

Careers Admin Assistant: Mrs Tilley – workexperience@nsb.northants.sch.uk

All questions and queries about work experience should go to workexperience@nsb.northants.sch.uk

As part of our Work Experience Placements scheme, the Careers Leader will carry out visits to certain employers or particular students during the placement; these visits are not designed in any way to ‘check-up’ on the employer, they are more for the school to Quality Assure the scheme as a whole. It may well be that students with specific needs will be monitored more closely by the school and will be visited during the placement to ensure they are progressing successfully.