



Northampton School *for Boys*

**Careers Education;
Information; Advice and
Guidance**

Work Experience Policy

Approved by: NSB Trust Board

Work Experience Policy

Contents:

- 1 Introduction and Rationale**
- 2 The Gatsby Report and Benchmarks**
- 3 What a Good school looks like (Gatsby)**
- 4 Why do we do a Work Experience Placement?**
- 5 Careers Education; Information; Advice and Guidance and the Careers Adviser**
- 6 Delivery of the programme**
- 7 Management**
- 8 Appendix 1 Information Guide for Students Y10**
- 9 Appendix 2 Information Guide for Parents Y10**
- 10 Appendix 3 Information Guide for Employers Y10**
- 11 Appendix 4 Work Experience Y12/Y13**

1. Introduction and Rationale

Careers education helps students to develop the knowledge, confidence and skills that they need to make well-informed, carefully considered choices and plans that enable them to progress smoothly into further learning and work, and to help them manage their careers and sustain employability throughout their lives.

Careers Education combined with effective information, advice and guidance is critical to young people's educational career in:

- avoiding disengagement during Key Stage 3;
- choosing KS4 options;
- helping to avoid underachievement or disengagement during Key Stage 4;
- choosing appropriate post-16 and post-18 destinations.

Northampton School *for Boys* is an 11 to 18 Boys School. Girls are admitted into the Sixth Form. The school has a house system which promotes healthy competition between students as well as providing a sense of belonging to a family within a large school.

The school promotes the key employability skills of:

- Verbal Communication
- Written Communication
- Financial Literacy
- Punctuality & Reliability
- Decision Making
- Leadership
- Resilience
- Team Work
- Positive Attitude
- Emotional Intelligence
- Creative Thinking
- Problem Solving
- Numeracy
- IT

At Northampton School *for Boys* there is a planned programme of Careers Education and Guidance at each Key Stage and part as part of this programme a student will undertake a Work Experience Placement during Enterprise Week in Year 10 and will also complete a Work Experience during their Year 12/13 whilst in 6th Form. In Year 10 the Work Experience Placement will be 3 days in placement followed by a day of review and reflection on the Friday which will take place in school. Careers Education also takes place during Years 7-9 and in Y11 through Citizenship & Guidance lessons which draws on and contributes to the whole school curricular development of students transferable or employability skills.

Within this policy you will find a variety of areas of focus, Work Related Learning in C&G lessons throughout students time at NSB; Careers Advice and Guidance information and our Careers Advisory process; documents supporting Work Experience in Years 10 and 12 and you will find information about why we do work experience, how you can help to find and choose a placement, what Northampton School *for Boys* expects whilst on placement and what the key deadlines will be between now and Enterprise Week of Year 10 or experience during Y12/13 .

2. The Gatsby Report and Benchmarks

In 2014, Lord Sainsbury's Gatsby Charitable Foundation published a report by Professor Sir John Holman, Adviser

in Education at the Gatsby Foundation, titled "Good Career Guidance."

The report identified eight benchmarks that are the core dimensions of good careers and enterprise provision in schools:

- I. **A stable careers programme** - An embedded programme of careers education and guidance that is known and understood by pupils, parents, teachers, governors and employers.

- II. **Learning from career and labour market information** - Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will have the support of an informed careers adviser to make the best use of the available information.
- III. **Addressing the needs of each pupil** - Students have different career guidance needs at different stages. Opportunities for advice and support should be tailored to the needs of each student. The careers programme should embed equality and diversity considerations throughout.
- IV. **Linking curriculum learning to careers** - All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
- V. **Encounters with employers and employees** - Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This could be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
- VI. **Experiences of workplaces** - Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and to expand their networks
- VII. **Encounters with further and higher education** - All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
- VIII. **Personal guidance** - Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of staff) or external, provided they are trained to an appropriate level. These opportunities should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

And all students

- Should have first-hand experiences of the workplace through work visits, work shadowing and/ or work experience so they can explore their career opportunities
- should have had at least one experience of a workplace by the age of 16, additional to any part-time jobs they may have

Why the Gatsby Benchmarks are important

The Gatsby benchmarks have a key role in:

- ensuring young people can benefit from and contribute to the success of the proposed new industrial strategy for the UK
- underpinning the Department for Education guidance to schools and colleges on meeting their statutory responsibility for careers guidance
- raising young people's aspirations and promoting access to all career pathways
- enabling all young people to develop the skills and outlook they need to achieve career wellbeing, including adaptability and resilience.

3. What a Good School looks like (Gatsby)

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.

- Every school should have a stable, structured careers programme that has the explicit backing of the senior management team and an appropriately trained person responsible for it.
- The careers programme should be published on the school's website so students, parents, teachers and employers can access and understand it.
- The programme should be regularly evaluated with feedback from students, parents, teachers and employers as part of the evaluation process.

What are the benefits?

- Students are 86% less likely to become NEET when they have 4+ contacts with employers before leaving school
- Research continues to promote the benefits of students gaining work experience:
- In a recent ComRes survey they found that:
 1. 65% of students said work experience was helpful in gaining experience for a future career,
 2. 63% said it was helpful in deciding where they wanted to work in the future, and
 3. 45% said it was helpful in inspiring them to go to university

Reference: Teach First Impossible? Improving careers provision in school

4. Why do we do a Work Experience Placement?

Students today 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 a young person’s Employability Skills and will complement their academic curriculum in C&G lessons; it’s a fantastic opportunity to spend time with an employer of his choice and can help him decide what he might do in the future. Lots of 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 school work
- Could lead to a part-time job (28% of people of students on work related learning placements are offered part-time roles following their placement – *Centre for Economic and Social Inclusion 2014*)

5. Careers Education; Information; Advice and Guidance and the Careers Adviser

The purpose of Careers Education, Information, Advice and Guidance at Northampton School *for Boys* is to provide a whole school and community approach to engage all students in years 7 to 13 in learning about the world of work. We aim to enable young people to make confident and well informed decisions about their futures through a structured programme of CEIAG.

Careers information, advice and guidance is very much a whole school activity – every member of staff, when approached, should respond with appropriate information and support, referring students to the careers advisor for advice and guidance where appropriate.

This will support and empower young people to manage their own careers learning through:

- Understanding their own strengths and weaknesses.
- Developing their decision making skills.
- Learning about the labour market and options post 16.
- Finding out how to research relative careers information.
- Gaining an awareness of how to make successful transitions at key points throughout education and beyond.
- Discovering how to gain a competitive edge through the development of work skills; enterprise activities; voluntary opportunities; work placements and meeting a wide range of local and national employers and agencies.
- One to one careers guidance with an in-house careers adviser – all students in years 10 or 11 are offered a 45 minute appointment in the first instance and if they continue to 6th Form are offered a Y12 appointment. Lunchtime drop-ins are available every day.

Lunch time drop-ins are available every day and all students are entitled to book an appointment. Students can consolidate their learning and continue their planning by using the careers resource centre at school and ICT based careers sites and software. Opportunities and events are advertised via registration notices and the student career page “The week ahead”.

Students in years 10 and 11 are monitored with regards to their careers planning via a future plans worksheet that informs the careers adviser of student progress and also any need for targeted intervention. Good communication with Form Tutors; Year Team Leaders; the Additional Intervention Team; parents and external agencies provide a valuable network to help give appropriate support to young people.

The Careers Adviser will receive independent and external training where required to ensure impartiality of advice provided.

6. Delivery of the programme

There is a planned programme of careers education and guidance at each stage of a student’s development to ensure a smooth transition from key stage to key stage. Support is differentiated and personalised according to individual needs. The current CEIAG programme starts in year 7 with encounters meeting employers from year 7 onwards.

Year 7

Introduce students to what work is and why people work. Develop an idea as to the different job families and introduce the students to the careers library. Examination of job market diversity and ‘What is your dream job?’ aspirational sessions. Start on STEPS booklets.

Year 8

The focus of the work will be on self-awareness and students' strengths and weaknesses. Students will be introduced to the idea of making informed decisions, to challenging stereotypes in the workplace and to STEM based careers.. The meaning of different types of qualification is also covered during this year.

Year 9

Develop the idea of decision making from work in Year 8 and increase detail of self-awareness. Guide students through the preferences process and parents at the preferences evening. Introduction to employer talks and use of the careers library. Careers Work Experience evening in preparation for Y10 Work Experience with a focus back in lessons on building a CV and application support.

Year 10

All students in Year 10 will complete a work experience placement during Enterprise week in October. Assembly – Preparing for the future. Enterprise week final day; involves external agencies; workshops and a careers fair. Students have individual appointments and careers resource centre drop ins. Students given future plans work sheets. Work placements are introduced and Work Experience takes place with evaluation; A programme of lunch time speakers introduced; there is increased focus on careers and social media impact and asks the question ‘How employable am I?’ There is an additional investigation into employee rights and responsibilities. Students who may benefit from a schools link work experience placement are identified and set up.

Year 11

Introduction to the year ahead outlining careers planning; Enterprise week; focus on employer and local agency contacts; CV building; careers advice and post 16 plans/opportunities. Another round of individual careers appointments and possible lunchtime drop ins. Programme of lunch time speakers. Update the future plans work sheets. Work seekers are identified and supported. Apprenticeship fair and the Skills show. Young Enterprise activity. Advice clinics over the exam periods. Destination data for all students is maintained and updated for 3 years after students leave.

Sixth Form

One to one guidance for students who self refer or are referred by staff. Support for students who leave the Sixth Form early to ensure they do not become NEETs. All students are monitored by the Careers Adviser when making the transition from Year 11 and monitored by the 6th Form Management Team and Careers Adviser when transitioning from Year 13 onwards. Help for students to find work experience/conference opportunities and prepare for interviews. Support for students through their UCAS process. Employment and Opportunities fair to promote apprenticeships and enable students to network with employers. In Year 12 there is a compulsory meeting with the Careers Advisor and Compulsory Work Experience under constant review during enrichment lessons. Destination data for all students is maintained and updated for 3 years after students leave.

7. Management

The central management of careers comprises of a member of the SLT who oversees Careers Education, Information, Advice and Guidance through C&G (PSHE), The Careers Adviser & Careers Secretary; The Work Experience Co-ordinator, The Sixth Form Team Co-Curriculum Work Experience team and the AIT representative assisting in placements for SEND students.

As a team they are:

- responsible for the delivery of Careers Education and the coordination of Information Advice and Guidance at KS3, KS4 and KS5
- responsible for the organisation and administration of work experience during Y10
- responsible for Work Experience placements during the Sixth Form
- work closely with the link Governors
- liaises with students, tutors, parents and governors
- facilitates the provision of Information, Advice and Guidance making best use of available time and resources
- identifies and promotes links with local and national employers and their organisations
- assists in the provision of extended work experience plans for appropriate individuals, in conjunction with others e.g. Senior Leadership Team, Form Tutors, parents/carers etc.
- evaluates events and the contributions of outside agencies to ensure the Career Education aims are met
- organises visits to local colleges, universities work-based education and training providers
- works with the relevant Head of House to identify appropriate opportunities for supplementary local college and work-based education
- sources and maintains an effective collection of published material, including training provider prospectuses, and computer based resources, to assist students in making informed career choices
- prepare, deliver and support careers related aspects to contribute to relevant schemes of work at Key Stages 3 and 4, including the development of skills that employers value
- this support includes talks by outside speakers and attendance at selected, appropriate, special events.

SPONSOR: Governors' Welfare Committee

DATE: June 2021

Matt Kneeshaw Deputy Headteacher, Pastoral

Northampton School *for Boys*

Y10 Work Experience

Information Guide for Students



Introduction

At Northampton School *for Boys* we have a planned programme of Careers Education and Guidance at each Key Stage and as you move into Y10 you will undertake a Work Related Learning Placement during Enterprise Week. This year Enterprise Week is **Tuesday 20th October 2020 – Friday 23rd October 2020**; during this week you will be on placement for 3 days followed by a day of review and reflection on the Friday.

In this guide you will find information about why we do work experience, steps to help you find and choose a placement, guidance on how to write a CV, key things to remember whilst on placement and the expectations that school has of you on placement, as well as key deadlines between now and Enterprise Week.

Why do we do a Work Related Learning Placement?

A Work Related Learning Placement is crucial to the successful development of your Employability Skills and will compliment your academic curriculum; it's a fantastic opportunity to spend a week with an employer of your choice and can help you decide what you want to do in the future. You will be treated like an employee for a week (although you won't get paid!) and it will make you stand out in the future when you apply for a real job as it's great experience to list on a CV. Not only that but a work placement can even lead to the offer of part-time, paid job!

Lots of students 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 you to develop real skills that will allow you 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 (therefore you're more likely to be offered a job in the future)
- 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 school work
- Could lead to a part-time job (28% of people of students on work related learning placements are offered part-time roles following their placement – *Centre for Economic and Social Inclusion 2014*)

What to choose

Although Enterprise Week of Y10 might seem a long way off, the reality is it will arrive much sooner than you think and preparation is key to a finding and securing a successful Work Related Learning Placement. The Government has now made it compulsory for all students under 16 to do one placement before they leave Y11 and so think about how many other students in Northamptonshire are applying for a placement – if you don't act now, you'll miss out!

If you're reading this and panicking, thinking I don't know what I want to do, then this guide is here to help. If you're completely unsure then think about things you enjoy and try to find a company/role that might incorporate some of those things; you can also discuss ideas with parents/carers, older siblings who have already done a work placement, your Form Tutor, Miss Rickaby or Ms Shaeffer.

If you have a really clear idea of what you want to do when you're older then fantastic! Use this guide to help you produce your CV and find and secure a placement.

Work Placement Ideas:

Where you choose to do your Work Placement all depends on the career you think you're interested in long term. If you don't know yet, then the list below might help you to think of ideas based on the subjects you enjoy at school.

- **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
- **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 Related Learning Placement

Key steps to follow:

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

The first place to start is deciding on an industry or type of company you want to work for, e.g. an accountancy firm. Second is to do internet research to find local such businesses that you can shortlist as target firms. Next is to make contact! The best way to do this is to make a phone call; now this can seem like a scary task, so if you're nervous about doing this write down a script of what you want to say and questions you want to ask. Start by politely introducing yourself – give your name, tell them you are an NSB student and that the purpose of your phone call is to enquire about a work related learning placement. It may well be that some companies are not able to take students on work experience placements, if this is the case and they tell you so over the phone, remain calm, politely thank them for taking your call, say goodbye and hang up.

Another way to get in touch with a target company is with an email; if your first contact with a company is going to be via email then make sure the communication is formal and polite (just like a letter). You could choose to send it from your school email account, or from a personal email account; be very careful with personal email accounts, you must make sure the email address is appropriate. Start your email with Dear Sir/Madam, again lay out that the purpose of your email is to enquire about a work placement, and sign your email off with Yours Sincerely, followed by your full name and your contact details (email and phone). If you send off several emails at once, it's important that you follow up until you hear a response either way.

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's much better to get in touch via phone or email.

Once you have made the initial contact with a company and they have agreed to have a further conversation with you there a few things that need to happen, and a couple of others that it would be advisable to do.

Need - you need to get their confirmation in writing (via an email) and you need the name of the main person you should keep in contact with between now and starting your placement. You must also let them know that they will receive a pack from school with an Employers Guide and Work Related Learning Forms (agreements/insurance/

review and feedback), some of which they will need to return to us at school before you can start your placement.

Advisable – it might be nice to follow up your confirmation with a letter of acknowledgement and thanks – tell them you're really looking forward to starting your placement and what you're hoping to gain from it. You should also think about sending a CV in for their review and trying to arrange a face to face meeting before you start your placement to make initial introductions; be aware that some companies will want to conduct some sort of interview before they agree to offer you a placement. If this is the case, you **must** let your Form Tutor and Miss Rickaby know **before** you go.

Throughout the process of finding and applying for your Work Related Learning Placement it is vital that you remain polite and formal; you are representing Northampton School *for Boys* at all times during this process and you must maintain the high standards of behaviour and attitude that we expect of you in school, out of school. Any student that does not do this will face significant consequences upon their return to school.

CVs

Many of you might not have written a CV before and might be daunted at the prospect, but companies will be really impressed if you can follow up an enquiry with an informative CV to give them a bit more information about you as an individual. Key things to include on a CV are:

- Name
- Contact Details
- A small paragraph about yourself, including hobbies and interests
- What subjects you are studying, and ideas about what job you would like when you're older (if you know)
- Information about extra-curricular activities
- Any additional qualifications/awards you have, e.g. first aid, school subject awards, sports awards
- Skills you have
- Information about references (these are people the company can get in touch with to verify your suitability for the placement – you could use parents/carers, your Form Tutor or Miss Rickaby)

There is an example of a CV at the back of this guide that you can use as a template.

Key things to remember on a work placement

Being out of school on a work related learning placement can be exciting and/or scary and so there are a few key things to remember whilst you're out of school:

- **Behaviour:** your behaviour whilst on your work placement must be impeccable! You must behave exactly as if you 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.*
- **Dress:** you should dress smartly at all times. Ideally you should be wearing a suit in a professional environment (you could use your school trousers and shirt with a plain blazer and tie) and your shirt must be tucked in at all times.
- **Mobile phones:** whilst on placement you might need your phone to be able to arrange transport or other personal admin but other than that you have no need for your phone during the working day. Your phone should remain in your bag and switched off at all times – you need to concentrate and work hard during your placement and this does not involve messaging your friends or checking snap chat stories!
- **Social media:** You must be extremely careful about any comments you make online during your work placement, especially if you are going to make public comments about the company. It is very easy to forget how accessible social media accounts are for everyone to see, and it's also very easy for people to read something and get the wrong impression. It would be highly advisable not to post anything about the company on your social media, and also to think about whether other posts/comments you make during the time you are on placement are in keeping with a professional working environment.
- **Time keeping:** it is imperative that you are on time for everything during your work placement. You need to be on time, if not slightly ahead of schedule in the morning – if you are starting at 9am, be there at 8.58, not 9.02. You also need to make sure you are back at your pre-arranged meeting point at the end

of your lunch break. Working professionals are very busy people and poor time keeping will create a negative impression; you will need to be independent in your time keeping and keep an eye your watch or a clock as there won't be any warning bells reminding you to start making a move.

- **Safety:** the company that offers you a work placement has a duty to make sure you are safe during your time with and they should go through Health and Safety procedures with you during induction. We as a school also have a duty of care to make sure you are safe on placement and so you must let us know if you do not feel safe or if anything makes you feel uncomfortable during your work experience.
- **Working with young children:** if you're going to do your placement in a primary school or a nursery there are a few things to be aware of. You shouldn't pick them up, should never be left alone with them and you shouldn't sit them on your lap. If you arrange to do your placement in school/nursery you will have a specific meeting with Miss Rickaby before you go.
- **Transport:** it is crucial that you plan your transport to get to and from your placement before you go. If you're planning to get a bus, then it might be an idea to do a trial run of the route to see how long it is going to take you. Even if your parents/carers are planning to take you to your placement each day, doing a test drive of the route would be beneficial. Remember that school will not pay for any transport costs.
- **Sickness:** if you are unwell during your work placement you must phone the company **and** school as soon as possible. Do not wait until 9am when you should already be there, you must remain professional and let the placement provider know as early as you are able.

What if I don't like it?

This is without doubt the most frequently asked question during the lead up to any work related learning placement – the nerves start to kick in and you will start to worry about things. Remember you can **phone school** at any time during your placement and tell us what you are not enjoying about it; Miss Rickaby will also be coming round to visit people whilst they're on placement so it might be that you receive a visit to help boost your confidence. The most important thing to remember is that if you don't like it on day one then you need to give it more time, please go back for day two and try again – **don't just give up**.

Paperwork/Deadlines

Before you leave school to start your work related learning placement there a few pieces of paperwork that you will need to get signed and return to school:

- Parental Agreement Form
- Placement Provider Agreement Form
- Insurance Form (needs to be filled out by your placement provider)

When you come back from your placement you will need to bring the following with you:

- Work Experience Employer Feedback Form

Work Related Learning Placement – Checklist

- Decide on an industry/company type
- Internet Research
- Shortlist of companies to get in touch with
- Make initial contact – via phone or
- Make initial contact – via email
- Follow up communication to confirm placement
- Confirmation of placement in writing handed into school
- Face to face meeting with the company before you start
- Student agreement signed and handed into school
- Parent agreement signed and handed into school
- Employer agreement signed and handed into school
- Insurance information completed (by company) and handed into school
- Organise travel plans
- Travel route practice run before placement starts

NAME



Address

Contact Information (email and phone)

Paragraph about yourself

- include information about hobbies, interests and what you are looking for in your work placement, maybe information about what you want to do when you're older (if you know)

School

- paragraph to talk about what subjects you are studying; talk about what your favourite is and why, mention that you are working towards taking your GCSEs in summer 2021.

Extra-Curricular

- information about extra-curricular clubs you do – could be in school or out of school e.g. scouts

Additional Qualifications

- any additional qualifications/awards you have, e.g. first aid, school subject awards, sports awards

Skills

- talk about skills you have, e.g. communication skills, organisational skills, hard-working attitude; try to link the skills to life at school/clubs you're involved in and explain how being at NSB/part of a club has helped you to develop a specific skill

References

- you need to list two people as references in case the company wants to get in touch to verify your suitability for the placement. You could use parents/carers, Form Tutor or Miss Rickaby, maybe a club leader (for a club outside of school). You should seek agreement/permission for the 2 people you are listing as your references before you put their details down. You need to include their name, their position/relationship to you, their email address and/or phone number

Signature of teacher:

Date:

Northampton School *for Boys*

Y10 Work Experience

Information Guide for Parents



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 Related Learning Placement during Enterprise Week. This year Enterprise Week is **Tuesday 20th October 2020 – Friday 23rd October 2020**; during this week your son will be on placement for 3 days 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 Enterprise Week 2020.

Why do we do a Work Related Learning 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 related learning 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 related learning is a fantastic way in which to do this.

A Work Related Learning Placement is crucial to the successful development of your son’s Employability Skills and will compliment his academic curriculum in C&G lessons; it’s 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. Lots of 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 school work
- Could lead to a part-time job (28% of people of students on work related learning 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 Related Learning 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
- **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 Related Learning Placement

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

4. Decide on an industry or type of company you want to work for
5. Conduct internet research to find local such companies
6. 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's 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 then be passed to their Form Tutor)
- Your son **must** get their Employer Agreement Form and Insurance Form filled out by the company and returned to school 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 and 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 during Enterprise Week and will instead remain in school for the week.

Key information for parents

Being out of school on a work related learning 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 they go to remind them about behaviour with young children.
- **Transport:** it is crucial that your son plans his transport to get to and from your 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.

Paperwork/Deadlines

Before your son leaves school to start his work related learning placement there are a few pieces of paperwork that he will need to get signed and return to school:

- Parental Agreement Form
- Placement Provider Agreement Form
- Insurance Form (needs to be filled out by the placement provider)

When your son comes back from his placement he will need to bring the following with him:

- Work Experience Employer Feedback Form

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:

Work Related Learning Manager: Hannah Rickaby – 01604 230240 – hrickaby@nsb.northants.sch.uk
Deputy Head Teacher: Matt Kneeshaw – 01604 230240 – mkneshaw@nsb.northants.sch.uk

As part of our Work Related Learning Placements scheme, the Work Related Learning Manager 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 you 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.



WORK RELATED LEARNING – STUDENT AGREEMENT FORM

STUDENT TO COMPLETE

<u>Student:</u>		
First name:	Surname:	Date of Birth:
Home Address:		
Postcode:	Telephone Number:	
As the student named above, I agree to take part in this work experience scheme. I also agree to hold in confidence any information about the employer's business which I may obtain during this work period and not disclose such information to another person without the employer's permission. I also agree to observe all safety, security and other regulations laid down by the employer and made known to me either by the employer's representatives or by displayed instructions.		
Signature:		Date:

WORK RELATED LEARNING – PARENT AGREEMENT FORM

PARENT/GUARDIAN TO COMPLETE

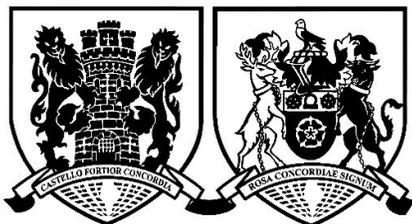
<u>Parent/Guardian:</u>		
As parent/guardian of the above named student, I confirm that I agree to him taking part in this scheme and undertake that he will observe the conditions set out. In the interests of my child I confirm that:		
i) Any health conditions or disabilities that could impact on the effectiveness of the scheme have been conveyed to the teacher responsible for signing this form and will be conveyed to the employer.		
ii) He suffers from the following medical condition (details attached if applicable.)		
iii) As this is a private arrangement between my son with the company, Northampton School <i>for Boys</i> will not be held responsible for my son during the placement. Please ensure that the company your son is going to has both employer and public liability insurance. You could if you wish, provide for personal accident cover.		
Name:	Signature:	Date:

Signature of teacher:

Date:

10 Northampton School *for*
Boys

Y10 Work Experience
Information Guide for
Employers

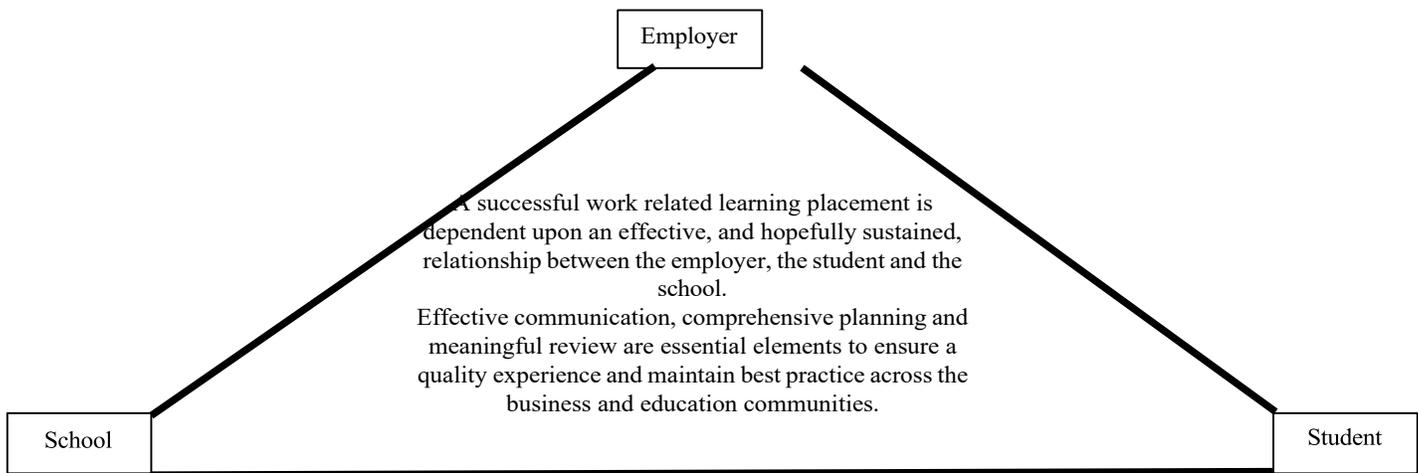


Introduction

This guide has been developed by Northampton School *for Boys* to help you plan and deliver quality work related learning for students in your company. The purpose of this guide is to ensure both you, the employer, and the student(s) get the most out of the work related learning placement and that it is a positive experience for all involved.

This guide includes key information about:

- why your business benefits from a work related learning placement
- what you need to know before welcoming a student under 16 into your business
- suggestions of how to structure the placement/activities that students can be expected to get involved with
- support available from Northampton School *for Boys* and copies of relevant documentation



How does your business benefit?

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. The Gatsby Benchmarks are a framework of 8 guidelines that define what the best careers provision looks like for schools and now form part of the statutory guidance from the Department for Education (October 2018); the ability of a school to achieve these 8 benchmarks is dependent upon collaboration with local businesses, who can in turn offer students exposure to work place environments.

Work related learning 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 related learning is a fantastic way in which to do this.

Work related learning is without doubt a mutually beneficial undertaking for all involved: young people gain access to the world of work, employers get the skills they need and this in turn helps to avoid high levels of youth unemployment. (Education and Employers Taskforce, 2012).

You can also apply for the Youth Friendly Employer Award which allows you to be part of a large network of other UK businesses invested in youth employment, alongside access to advice, support and guidance on how to recruit and retain a young workforce.

More information can be found here:

<https://www.youthemployment.org.uk/youth-employment-experts/>

What you need to know

1. Safeguarding of students
2. Insurance
3. Health & Safety

1. Safeguarding

Northampton School *for Boys* has a duty to ensure the safeguarding of students who undertake work related learning placements. When organising work experience, we will ensure that policies and procedures are in place to protect children from harm. We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

<http://www.nsb.northants.sch.uk/attachments/download.asp?file=360&type=pdf>

Further information about DBS checks for work related learning providers and students undertaking a placement can be found on the Criminal Record and Barring Service website.

<https://www.criminalrecordandbarringservice.co.uk/dbs-checks-for-work-experience/>

Should you have a concern about a child during their work related learning placement you should refer to the Designated Safeguarding Lead, Mr Matt Kneeshaw, or to the Work Related Learning Manager, Miss Hannah Rickaby on 01604 230240.

2. Insurance

Any business that provides a work related learning placement for a student from Northampton School *for Boys* must have liability insurance to cover the young person during their placement. Students on placement should now be covered by the employer's existing liability insurance policy, so long as your insurance provider is a member of the Association of British Insurers. Find out more at: abi.org.uk

Northampton School *for Boys* will require confirmation of your insurance details (please see Appendix A).

3. Health & Safety

Health & Safety guidelines for work related learning placements have been reviewed in recent years by the Health and Safety Executive to ensure the process is less cumbersome for you as the employer. As the employer you have primary responsibility for the student on placement and as such you should treat them no differently to any other employee. There are very few activities that a student on placement cannot do (unless they carry significant risk/specific training) and you can use your existing policies related to Health & Safety and Risk Assessment.

If you have not welcomed a student into your business previously, or if the student presents with particular needs, then you must review your risk assessment before the placement starts.

You can read more detail on the Health and Safety Executive Website:

<http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>

Work Related Learning Placements

1. Duration
2. Student Selection Process
3. Identifying Activities
4. Induction
5. Work Shadowing/Mentoring
6. Placement reflection

1. Duration

Placements for Year 10 students at Northampton School *for Boys* last 3 days and form part of our annual Work Related Learning and Enterprise Week every October.

It is possible that a business will invite a student back during school holidays to continue their work related learning, or indeed some students have been offered part-time work to continue developing their skill set. There is of course no expectation of that from any business involved in our work related learning scheme, however it is something to consider as an additional benefit to your organisation.

2. Student Selection Process

Some employers are keen to conduct an interview before offering a work related learning placement; this not only helps the business to determine the suitability of a student but also gives the student insight into a more realistic job application process and further enhances the value of work related learning as a whole.

Northampton School *for Boys* places the onus on the student (and their families) to seek and secure a work related learning placement, however the school is always available should you need further information on a particular student before offering them a placement within your business.

It might be that you welcome a student with specific needs to your business and you should carefully consider these needs before offering the placement; you can of course liaise directly with parents or the school should you require clarification on any adaptations required for such individuals.

3. Identifying Activities

It is advisable that you identify the activities a student may be able to take part in in advance of them beginning their placement; students can get involved in any manner of activities and it may be beneficial for you to consider a mixture of activities where students can be more independent, and thus requiring less supervision, alongside tasks where they can be involved more with specific projects relating to the business.

Activities for students that can require less supervision range from general housekeeping, to admin, to general duties specific to your company; having been supervised to carry out these tasks you could then encourage the student to undertake them on a daily basis and monitor whether they are able to continue doing so under their own initiative.

If you consider any activities to carry an element of risk you must ensure safety is maintained throughout and that the student is aware of the safety plan, where to find safety equipment and who is qualified to carry out first aid should they require it. Please speak to students before they engage in any such activity so that they have clear guidelines about behaviour and what to do in the case of an emergency.

4. Induction

Induction is a critical part of any successful work related learning placement, helping the student to integrate into the business quickly and start learning about working life, and should ideally be carried out on day one. Some ideas of points to cover in an induction are:

- **Introduction** to yourself and the organisation, as well as any other specific work based mentors the students will have whilst on placement. Here you can also outline expectations you have of the student during their time with the business and what their goals are for the placement, as well going through any specific policies relating to use of mobile phones etc.

- **Tour** of the facilities including where to find toilets, fire exits (as well as evacuation procedures and meeting points), food/eating areas, first aid and their mentors. You should also go through any relevant health and safety information at this point (a legal requirement).
- **Plan** of the placement; here you should provide the student with a schedule of their activities during their time with you which clearly outlines what they will be doing each day, where, with who and for how long. It would be useful to include information about their rest breaks in this timetable.

5. **Work Shadowing/Mentoring**

Work Shadowing is a really effective way for students to gain tangible insight into the day to day running of a business during a work related learning placement. It involves a student ‘shadowing’ an employee going about their routine activities and gives the student greater awareness and understanding of an occupational setting. It is important that any work shadowing does not cause unnecessary disruption to the employee but must also engage the student in a stimulating way.

Meetings and training sessions can also form a motivating element of work shadowing however there will be instances where it is not appropriate for the student to be in attendance. In such circumstances it would be beneficial to explain to the student why they cannot attend and task them with other useful activities that will add to their skill set and their understanding of the world of work.

If for whatever reason the member of staff who is to be ‘shadowed’ or the person appointed as ‘Mentor’ is absent from work, you must identify an alternative employee who oversee the student and ensure the work related learning placement is managed and remains a positive experience. Any changes to the plan for the student’s placement should be communicated to them at the earliest possible opportunity.

6. **Placement Reflection**

When students return to school after their placement has finished they will dedicate time to reflecting on their time with your business but it is equally important that time is set aside at the end of their time with you to review and evaluate progress and overall performance. This reflective meeting can provide a focus point for both the student and the employer to help maintain a quality level of experience for all involved. The Work Experience Employer Feedback form can be used as a starting point for this process of reflection and review.

Support from Northampton School for Boys

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

Work Related Learning Manager: Hannah Rickaby – 01604 230240 – hrickaby@nsb.northants.sch.uk
Deputy Head Teacher: Matt Kneeshaw – 01604 230240 – mkneshaw@nsb.northants.sch.uk

As part of our Work Related Learning Placements scheme, the Work Related Learning Manager 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 you 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. You will be notified of these visits in advance.

Work Related Learning – Employer Agreement Form

EMPLOYER TO COMPLETE

This serves to confirm that we are able to accept the following student on work experience for the period indicated:

Student's name:

Period from: _____ To (3 days maximum): _____

Placement as:

We confirm that our firm has in force the following policies
As detailed below:

Employer's liability Number: _____ Date Policy expires: _____

Insurance Company:

Public Liability Number: _____ Date Policy expires: _____

Insurance Company:

N.B.: if working in a regulated activity (e.g. education) all staff must have an enhanced DBS certificate

Telephone Number:

Name of Contact:

Position Held:

Name of Company:

Telephone Number:

Email Address:

Signature of Employer: _____ Date: _____

Northampton School *for* *Boys*

Y12/13 Work Experience

Information Guide



NORTHAMPTON SCHOOL *for Boys*
Sixth Form

WORK EXPERIENCE FORM

Name:

Form:

I wish to apply for authorised absence in order to attend Work Experience during lesson time:

Name of Employer:

Address of Employer:

.....

Contact Name:

Telephone Number:

Email Address:

Brief details of placement:

.....

Date(s) of Placement:

Student Signature:

Parent/Guardian Signature:

Director of Sixth Form Signature:

For Office Use Only

Date paperwork emailed to employer:

Date coded on SIMS:

Date paperwork returned by employer:

Sixth Form Work Experience FAQ's

Q: Do all students have to complete a work experience placement in the sixth form?

A: YES. This is a *statutory* requirement across all schools and colleges.

Q: Why is work experience so important?

A: Because employers and universities do not just look at your grades. They want to know what sets you apart from the competition and work experience is a great way to demonstrate other skills and abilities.

Q: What counts as work experience?

A: Work experience is about gaining a meaningful experience, preferably in the work place. This can also include voluntary and community work. However, if there is a taster day or conference that would benefit you and help you to gain skills and experience for the future, this also counts. NCS counts as work experience providing it is completed during year 12. Don't forget Gold DofE voluntary work placements also count. Remember you can go on more than one placement.

Q: Does the school find my placement?

A: No, you are responsible for finding a placement. The best way is to start early and plan several months in advance.

Q: How do I find a placement?

A: There is a guide to finding work experience on the careers page on the VLE and suggestions for some organisations that offer placements. You can also find regularly updated details of events, conferences and other opportunities on this page. Get to know what's available in your area. Try www.yell.com to look for different career sectors. Write a letter to employers you would like to approach. Let them know when you are available and the type of experience you are looking for. A template is available on the careers page.

Q: When can I do work experience?

A: Ideally during the school holidays. Sometimes students attend a regular placement once a week at a time when they do not have lessons - Enterprise week can also be a suitable time. However, in year 13 do bear in mind that interventions take place during this week and also a half a day of UCAS preparation. It is MUCH easier for you to complete your work placement/s before year 13.

Q: What if I have been offered a placement during term time?

A: If you have an offer of a placement you must collect an authorisation form from Mrs Tilley or Miss Shaeffer in the library. All permission for attendance of ANY placement during term time MUST be signed off by Mrs Bradley-Brophy. The form needs to be returned to Mrs Tilley so that you can be coded on the register.

Q: How long can my placement be during term time?

A: Providing your studies are progressing well, you have avoided exam periods, and given plenty of notice (at least 10 days) then 1-3 days should be ok.

To ensure that you do not need to catch up on too much work please, wherever possible, avoid booking a week's placement during term time. We do understand that there are exceptions to this such as the medical work shadowing week at Northampton General Hospital. If you have been offered a week's placement during term please come and discuss this first with Mrs Bradley-Brophy.

Q: What is the minimum amount of time that counts for work experience?

A: 10 hours. However, please do consider what would benefit you the most, and how much you would be able to talk about on a job or university application as a result of the experiences you have had.

Q: Is there any paperwork that needs to be completed before I go on placement?

A: YES. If you are going to an employer's premises you must ensure your employer has fully completed the Work Experience Employer form and you must also return a completed and signed copy of the Parental Consent Form. If your placement requires a work experience authorisation form this must also be completed. Some organisations have their own paperwork that needs to be completed such as the hospital or voluntary/community groups.

If you are going on a taster day/ conference, please return the authorisation form for conferences and taster days and also evidence of your booking.

All paperwork must be returned to Mrs Tilley or Miss Shaeffer prior to your placement/event. Please note: university open days do not count as taster days or conferences.

Q: What if I have already been out on a placement but not completed the paperwork?

A: We will need some evidence of your placement to record that you have been. This could be a feedback report or a letter or email detailing when and where the placement took place. Please do ensure you provide us with this information as soon as you can.

Q: Does my work experience have to be linked to my future career idea or course at uni?

A: Wherever possible yes. However, we understand that sometimes you need to try a few different things to gain an idea of what you really like. It can be hard finding certain types of placement. In cases like these think more flexibly. Is there a taster event you can attend? What are the transferable skills that could help you? Something we hear a lot is "I'm not old enough to do a psychology placement" Psychology applies to ANY organisation that involves working with people. This will help broaden your search.

Q: If I have completed a placement before I started sixth form does this count?

A: Although all experience is really good to have the answer to this is **NO**. Your Sixth form work experience **MUST** take place while you are in the Sixth Form.

Q: What if I already have a job?

A: If your job is directly relevant to your future career then come and talk to us. If it isn't then you will need further experience.

Any questions at all just come and ask.



Work Experience

EMPLOYER TO COMPLETE

This serves to confirm that we are able to accept the following student on work experience for the period indicated:

Student's name:

Period from:

To:

Placement as:

We confirm that our firm has in force the following policies
As detailed below:

Employer's liability Number:

Date Policy expires:

Insurance Company:

Public Liability Number:

Date Policy expires:

Insurance Company:

Name and Address of Brokers:

Telephone Number:

Position Held:

Name of Company:

Telephone Number:

Email Address:

Signature of Employer:

Date:



Work Experience Employer Feedback

Thank you very much for taking one of our students on work experience.

Please could you complete the feedback form below and return to: tilley@nsb.northants.sch.uk

Student Name..... Organisation.....

Dates of Placement..... Total Hours Worked

Employer Feedback	5 Being Excellent	Comments - Optional
Timekeeping	1 2 3 4 5	
Attitude and motivation	1 2 3 4 5	
Ability to follow instructions	1 2 3 4 5	
Ability to communicate	1 2 3 4 5	
Ability to work on own initiative	1 2 3 4 5	
Working with others	1 2 3 4 5	

Any further comments:

.....

.....

.....

.....

Employer Name: Signature.....

Position..... Date.....

Thank you for your time.



NORTHAMPTON SCHOOL *for Boys*
Sixth Form



Authorisation for Conferences and Information Days

Name:

Form:

I wish to apply for authorised absence in order to attend a Conference/Information Day during lesson time:

Name of Conference/Information Day:

.....

Address of Conference/Information Day:

.....

Contact Name:

Telephone Number:

Email Address:

Brief details of Conference/Information Day:

.....

Day/s and Date/s requested:

Student Signature:

Parent/Guardian Signature:

Director of Sixth Form Signature:

For Office Use Only

Date form given to student:

Date coded on SIMS:

Date form returned: