

Northampton School *for*
Boys

Work Experience &
Work Related Learning

Information Guide for
Employers

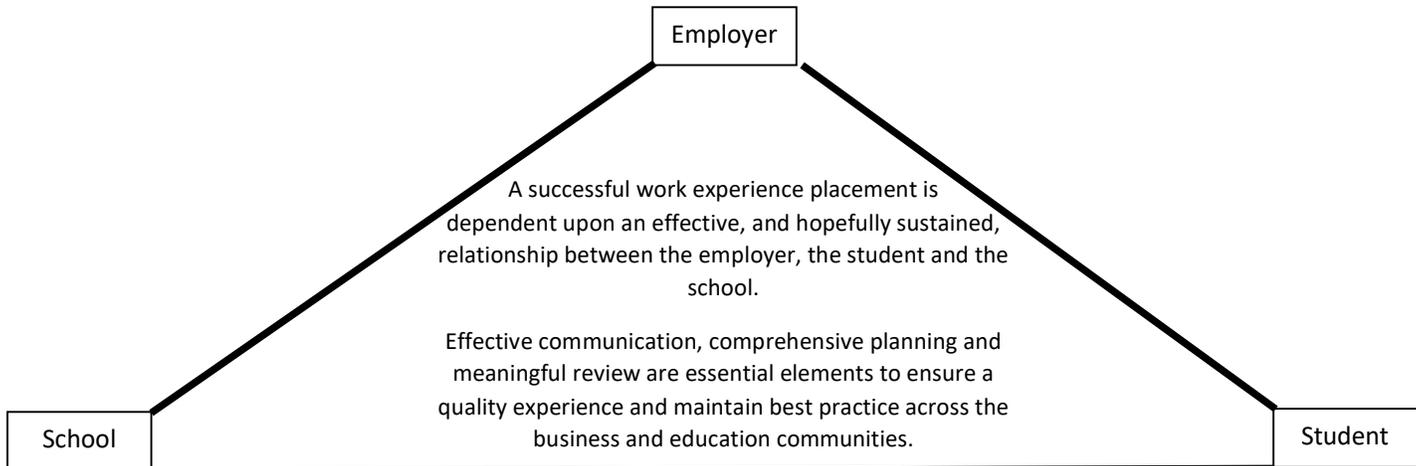


Introduction

This guide has been developed by Northampton School *for Boys* to help you plan and deliver quality work experience 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 experience 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 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 related learning is a fantastic way in which to do this.

Work experience 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 experience 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 experience 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 experience 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 experience 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 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 experience 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 Experience 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 experience 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 experience 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, 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 experience 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 an effective way for students to gain tangible insight into the day-to-day running of a business during a work experience 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 attend. 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 can oversee the student and ensure the work experience 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 from can be used 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 – mkneeshaw@nsb.northants.sch.uk

As part of our Work Experience Placement 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):

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

Name of Contact:

Position Held:

Name of Company:

Telephone Number: