

# Information For Parents/Carers



## Cornwall & Isles Of Scilly Work Experience Scheme

This Information leaflet has been produced by Cornwall Education Business Partnership, for the Together for Families Service

## —● What is Work Experience?

Work Experience is a Government scheme which is described as “a placement on an employer’s premises in which a pupil carries out a particular task or duty, more or less as would an employee, but with an emphasis on the learning aspects of the experience.”

The experience involves taking on the role of a young worker and engaging in work tasks and processes, developing employability skills and experiencing work environments.

It is an important part of ‘being ready for work’ which allows students, of all abilities, to gain knowledge about the world of work through a “real life” situation.

## —● Types of work experience

**Block Work Experience** - where students work with an employer for five or ten days consecutively. It is intended to give a student an experience of working life and the employability skills needed in the workplace rather than a chance to try out a specific occupation they may want to follow.

The placement choice is made to benefit a student’s education, rather than for job sampling or recruitment purposes.

**Extended Work Experience** - where students work with an employer one or two days a week over a period of time. It is intended for those who either wish to follow a particular occupation, and/or the occupational area is relevant to a vocational qualification, and for those who want to improve their general employability skills.

Placements where a student already has experience, through a parent/friend or a part-time job, are not encouraged as they do not offer a new challenge or extend educational opportunity.

## —● Students eligible to take part in work experience

Students can take part in work experience if, by their age, they are in the last 2 years of compulsory schooling i.e. 15 years old by the 31st August in the academic year of the placement.

Work experience is also available to students in years 12 and 13 registered in schools.





## —● Things students cannot do

Employment law and work experience law are not the same. Work experience, or education law, allows students below the minimum school leaving age into work places which employment law would not, such as industrial settings. However, a number of employment laws and guidelines which are age related still apply in a work experience setting.

**Certain situations are not allowed for work experience for students under a certain age.**

### Year 10 & 11 Students cannot work:

- in a tattoo studio or any other skin piercing environment
- on board a registered boat or ship
- in any gambling context
- in a cinema or night club or behind a bar
- in a scrapyard
- in a travelling fair ground or circus

Apart from the shipping rule the above also apply to under 18's.

There are also restrictions on the types of activity students cannot do on work experience.

### No Students can:

- work above two metres fall height i.e. 2 metres above ground level outdoors or floor level indoors
- work with toxic substances
- be exposed to radiation
- use power driven tools and machinery
- work in excessive noise, heat or cold
- work in confined spaces: mines, chimneys, storage tanks, tunnels, basements etc
- drive tractors, quad bikes, earth moving machines etc
- Ride horses while on their work placement



## —● How work experience placements are arranged

**1** Through the Work Experience Coordinator the school issue a 'work experience pack' to parents/carers outlining the programme details. Included is an 'approval and consent form', which all the partners (student, parent/carer, school/APA and employer) must complete.

**2** Students find their own placements, with help from the teachers where needed. Parents/Carers can offer valuable support in finding placements. Within the approval & consent form you will be asked to provide essential health and medical information relevant to your child whilst on a work placement. The employer will need this information to assess the student's suitability and consider any aspects which may affect their safety and welfare whilst on a placement.

**8** The school, who retain the duty of care during the week, have the final decision and confirm whether the placement goes ahead.

**7** The student cannot attend the placement until it is approved by the EBP. If a work placement has been "rejected" or has not been visited then it cannot be used under ANY circumstances. Parents/carers who put their son or daughter in a work place that has been rejected or not visited will be breaking Employment Law, as will the owner of the business.

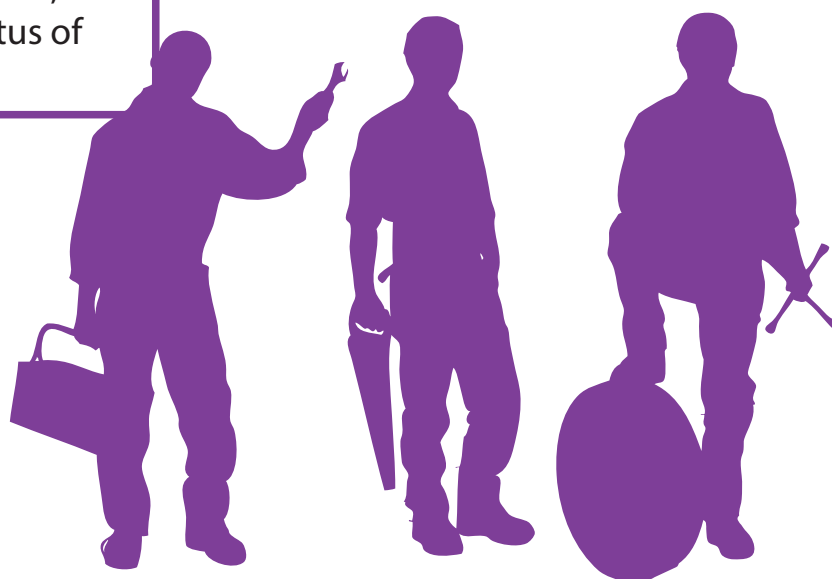


**3** Once a company is willing to take a student they will receive the relevant information to formalise the agreement, including the approval & consent form. The employer assesses the health & medical information and must outline the main duties and tasks of the placement and provide a Young Person's Risk Assessment.

**4** The approval and consent form is returned to the parents/carers. From the employers information they must consider whether the placement is suitable before giving consent. Both parent/carer and student sign the A&C form.

**5** Once all parties, including the school, have completed the approval and consent form the school work experience coordinator confirms the arrangements with Cornwall Education Business Partnership (EBP).

**6** EBP carry out a 'placement suitability check' with the employer to assess if the work placement is appropriate for a young person, in regard to health, safety and wellbeing. This includes checking for public and employer liability insurance as, while on work experience, a young person has the status of an 'employee'.



## —● “Out of County” Work Placements

National guidelines state that work experience for young people in years 10 and 11, must be based in England or Wales. We do not have the resources to regulate in countries where education and employment laws vary from ours.

If a student wishes to undertake a placement not in Cornwall then parents/carers are responsible for making contact with the employer and making the appropriate arrangements for travel and accommodation. The process for arranging the placement is the same as in Cornwall. However, it is the EBP, or equivalent, in that area who carry out the placement suitability check. Getting this arranged can be hindered by their work commitments and there is no guarantee that the organisation will/can do the check. Therefore, it is recommended that a placement in Cornwall is found as a fall back.

If students want to arrange an “out of county” placement then organise it early and contact the school as soon as possible.

## —● Hours of Work & Payment

Wherever possible, students should work the normal hours of a company. The number and pattern of hours worked is normally agreed with the employer, parents/carers, school and the student.

**It is recommended young people is:**

- work a limit of eight hours a day and 40 hours a week
- do not work between 10pm and 6am (except in certain circumstances)
- do not work more than 5 days in any consecutive 7 day period
- have two days’ weekly rest and have 12 hours’ rest between each working day

Although students have the status of ‘employee’ no payment should be made whilst they are on work experience. An employer may wish to help with travel, clothing and/or subsistence costs.

## —● Lunch and Break Periods

There is a section on the approval and consent form where the employer can record these details. Where a student is to stay on the placement premises then the employer has a duty of care as for any employee. If a student leaves the employer’s premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.



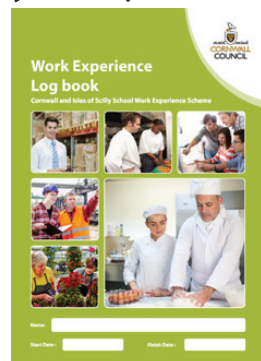




## —● The Work Experience Logbook

Every student will be provided with a work experience logbook in which they complete their skills assessment, 'target setting at work' action plan and can record their progress in a daily diary. Also included is 'health and safety at work' to record their induction at the start of the placement and the "Employers Report on the Student" at the end of the placement.

If a student does not have a logbook when they arrive then the school should be contacted immediately.



## —● Preparation for Work Experience

Before a student starts their work placement they will complete a Health and Safety Preparation Programme at school/APA which will cover:

- Health & Safety Law - Rights and Responsibilities
- Risk and Hazard and Safe Systems of Work
- Signs and Signage and Manual Handling
- Specific Significant Risks and General Control Measures associated with High Risk Placements

## —● While on the work placement ...

### Day one ...

Although the school retains their duty of care the main responsibility for the health, safety and welfare of the student whilst on Work Experience lies with the employer. The employer will need to provide the student with a health & safety induction at the very start of their placement.

### Later in the week...

The school is required to make a "teacher visit" to the employer during the placement in order to talk to both the student and their supervisor to monitor and review the progress of the student. Where a placement is an "out of county" placement, the school will contact the employer and student by telephone.

All teacher visits are reported on by the school and there is a space in the students Logbook to record the details of the visit.



## Child Protection Issues

Schools/APA will have prepared students to deal with and report incidents that they feel uncomfortable with during their work placement. They will also make sure that the provisions for child protection are suitable and conform to the guidance provided by the DfE and set out in the Services for Children, Families and Adults Work Experience Policy & Guidelines.

Employers should take account of child protection issues under the Criminal Justice and Court Services Act 2000 in that it is essential that no employee who has been disqualified from working with children is a “direct supervisor” for a student on a work placement.

Employers will also be asked to agree to accept the Child Protection “Statement of Principles”.



## Privacy Notice

The information provided on the Approval and Consent Form may be stored manually or electronically and will be used for the purposes of education particularly for the Work Experience Scheme and used by employers, parents/guardians and the Cornwall Education Business Partnership for Health and Safety reasons.

Employers and parents/carers will be asked to give consent for this to happen.



## Reporting of Injuries, Diseases and Dangerous Occurrences

It is the responsibility of the employer to report any accidents, diseases or dangerous occurrences that happen in the workplace, following their normal procedures for such reporting covered by the RIDDOR regulations. The employer must report any such incidents to the Work Experience Co-ordinator of the school and the student’s emergency contact person. Both telephone numbers will be on the approval and consent form and in the student’s work experience logbook.

### For further clarification and information please call :

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North 2, Chy Trevail, Beacon Technology Park, Dunmere Road, Bodmin PL31 2FR  
**T:** 01209 615070    **E:** ebp@cornwall.gov.uk

[www.cornwall.gov.uk/workexperience](http://www.cornwall.gov.uk/workexperience)

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