

The background of the top two-thirds of the page is a photograph of a large, multi-story brick building with a white porch and balcony. The scene is set in autumn, with trees in the foreground and background showing vibrant orange and yellow leaves. A paved path leads from the bottom center towards the building's entrance. The overall atmosphere is bright and scenic.

**TORMEAD ASPIRE
WORK EXPERIENCE
PROGRAMME**

Work Experience Guide for Parents

TORMEAD CAREERS & PROFESSIONAL DEVELOPMENT

Table of Contents

Benefits of Work Experience.....	1
Key Dates.....	2
Finding a Placement.....	3
Support & Resources.....	4
Health & Safety, Insurance & Safeguarding.....	5
Key Contacts.....	6

Benefits of Work Experience

Work experience allows students to gain important insights into a career or sector, which will aid decision making over the next few key years.

Professions such as medicine, veterinary medicine and physiotherapy view obtaining work experience as essential prior to applying for a degree.

For those unsure of their career interests, experience of a workplace will provide valuable understanding of a professional environment and the demands and skills required, to prepare them for future employment.

“Work experience, placements and volunteering are a great way to demonstrate your enthusiasm, knowledge and passion for your chosen subject area in your personal statement.” UCAS

By ring-fencing dedicated time for work experience, our objectives are:

- to prepare Tormead students for a rapidly evolving workplace
- to facilitate meaningful workplace experiences
- to inspire Tormead students to explore and experience potential career paths
- to encourage development of in-demand employability and career management skills
- to inform robust and realistic degree subject choices

We place emphasis on the quality of the placement. Completing a work experience journal to reflect on the experience is an important part of the process. All students will record in their journal expectations prior to the placement, the work done during the experience, and review and reflect on skills gained subsequently.

The informational job role interview the students conduct with two colleagues can help link subjects to careers.

The connections made during a work placement can lead to further opportunities within the firm or facilitate links with other companies.

Key Dates

Summary

Year 11 and 12 will undertake three and two days of work experience respectively during Activity Week in June 2023. They will be off school premises with an employer, learning about a particular company, job and sector. Students may be given specific tasks to do, or they may be shadowing colleagues.

Autumn Term

Year 11 students receive PSHE Careers lessons on the benefits of work experience and where to find it, CVs and cover letters, and interviews.

Year 12 students receive an introduction to work experience session, as well as advice on writing CVs and cover letters.

Students are encouraged to book one-to-one appointments with Mrs Thie, Careers Advisor.

Spring Term

Students should start researching work experience opportunities and contacting employers in early 2023. Applications should begin in earnest.

Drop-in sessions run twice a week with Mrs Thie, giving students the opportunity to learn more about finding work experience and writing effective CVs and cover letters.

Summer Term

Placements should be secured and uploaded to Unifrog by **30 April**. Should a student have difficulty finding a placement, Tormead has provision to ensure students gain experience, but we cannot guarantee it will be in their area of interest.

Finding a Placement

Where to look

A catalogue of work experience opportunities is available for students to search, which is updated regularly but not an exhaustive list. Multiple students may apply for the same placements on the spreadsheet so it would be prudent to look beyond this resource.

Students are actively encouraged to research their own placements as this is great preparation for job hunting in the future. A brilliant place to start is with your network of friends and family.

Local businesses are another potential source of placements. Guildford and the surrounding areas have a multitude of small, medium-sized and large employers, with everything from marketing agencies and a flourishing games industry to satellite and space technology and research parks.

Placement Format

Students will be in a professional environment for two (Year 12) or three (Year 11) days. Their experience might include sitting in on meetings, hearing how the business works, who the clients are, shadowing colleagues etc. They may receive training or undertake a short-term project to give them experience of real-life work.

Students will be expected to work similar hours to the business they are in. Eight hours is the maximum for a day, but they should not work before 7.00am or after 7.00pm. They are entitled to a 30 min break after every 4.5 hours. Hours will not be paid.

Parents/guardians have a responsibility for the student's safety as per travel on a school day. Parents/guardians will have employers' contact information and employers given emergency contacts for parents/guardians.

Support & Resources

Mrs Thie provides support throughout the process, beginning with informative and interactive Careers sessions, followed by access to one-to-one appointments with Mrs Thie during break or lunchtime, an Independent Study session or after school.

In the spring term, students are introduced to the programme during assembly. Drop-in sessions will be run to answer questions about using **Unifrog**, finding placements, creating CVs and cover letters, and performing well at interviews, throughout the spring term.

Each student receives a **Guide to Finding Work Experience**, as well as resources on writing an effective CV and cover letter to employers. Training on how to make the most of a placement and expected conduct will take place before students embark on placements.

You are welcome to contact Mrs Thie via email, telephone or an appointment at any time.

The **Unifrog** placement tool manages the admin behind the placement process, making it easy:

- for students to get the ball rolling, then reflect on the placement afterwards;
- for the employer to follow and confirm that they follow best practices in:
 - Health and safety
 - COVID safety guidelines
 - Risk Assessment
 - Insurance
 - GDPR
- for the parent / guardian to stay informed of what's happening;
- for the Careers Advisor to have an overview of the entire process, including knowing at any time the status of each student's placement.

Health & Safety, Insurance and Safeguarding

Young people on placements are considered normal employees of the host, so a company's normal policies are sufficient. The employer needs to make sure that what they have in place is appropriate for the age of the people hosted on the placement. For example, the Risk Assessment and Health & Safety policy needs to consider young people might not be familiar with workplaces.

The placement provider (i.e. the employer) has primary responsibility for the health and safety of the student. A Risk Assessment forms part of a Health & Safety Policy, but the policy should cover other things as well, for example it should make clear who has overall responsibility for health and safety, and who has day-to-day responsibility for different things.

The School's legal role is to take reasonable steps to satisfy themselves that the employer is acting responsibly.

In the context of work placements, 'safeguarding' means keeping young people safe from physical, emotional, or sexual abuse during the placement, and also for the employer to follow best practice in flagging concerns they might have that a young person is being abused or is at risk of being abused. It is good practice for schools to give the employer information about how safeguarding concerns should be dealt with during the period of the placement, including sharing with the employer the contact details of the designated safeguarding person.

Unifrog captures the employer's evidence of and commitment to all of the above policies and procedures, which the school has to approve before the placement can go ahead.

Parents also have to approve the placement, which happens via the **Unifrog** platform. You will receive an email with further details on how to do this when the appropriate time arises.

Key Contacts

Mrs Thie is organising the Aspire Work Experience Programme.
Please contact her in the first instance with any queries.

ftie@tormeadschool.org.uk

Direct Line: 01483 796 053



TORMEAD ASPIRE WORK EXPERIENCE PROGRAMME

CRANLEY ROAD, GUILDFORD, GU1 2JP