



WORK EXPERIENCE

**Information for parents
and carers**



Form the Future



cambridge area
14-19 partnership

Work experience

Work experience is an opportunity for students to:

experience the adult world of work while they are still at school
learn and use a range of transferable skills, personal qualities and competencies that will contribute towards their employability

Should this activity be career related?

It may or may not be related to a student's chosen career but he/she should be interested in the occupation on offer.

How are placements found?

Students can find their own placements using personal contacts and the support from their families and friends. A visit to the employer will be essential and approval is only granted provided certain standards are met.

Impington Village College will provide a Student's Own Placement form, which must be returned by the school's deadline. Cambridge Area Partnership will then complete the relevant Health and Safety Checks.

What is involved in a work experience employer visit? Trained and experienced Partners and Associates will visit the employer to ensure that the placement meets health and safety standards, taking into account the age and inexperience of the student. Other criteria include assurances that the student will be insured by the companies' insurance, the student will be looked after and offered a meaningful experience.

Can students attend an unapproved placement?

Occasionally, where there is clear evidence that the employer is not able to meet the required standards, Cambridge Area Partnership is unable to approve the placement. In these circumstances it would be totally inadvisable for the student to attend, as their safety and security could be at risk and there would be no insurance cover or local authority support in place should *any accident or incident occur*.

Can students attend a placement outside Cambridgeshire? Yes, we have arrangements for gaining placement approval to the same standard with the neighbouring authorities. Where students wish to attend a placement outside the Eastern Region, checks to the same standard will be made by the appropriate agencies and this will incur a charge - all details are on the Student's Own Placement form.

What information will I get about my son's or daughter's placement?

Following the employer visit, Cambridge Area Partnership and Form the Future produces an agreed job description and risk assessment. Your son or daughter should bring a copy home from school before the placement starts and you will be asked to sign a school agreement form to acknowledge that you have seen it. This document will clearly state any prohibited activities and also outline:

- contact details
- main duties and requirements
- hours of work
- clothing requirements
- lunch and transport arrangements



How can I help my son or daughter with their work experience?

Talk to them about the kind of work in which they may be interested.

Explain the importance of meeting school deadlines for the completion and return of relevant forms and attendance at a pre-placement interview with their employer.

Ensure that you fully complete the section regarding pre-existing medical conditions on the school form and speak to the school personally if you think there is additional information that may be helpful to an employer.

Discuss arrangements for travel to the workplace.

Check that appropriate clothing is worn and whether you need to supply safety footwear if indicated in the job description.

Try to ensure regular and punctual attendance.

Can I help with the work experience programme?

If you are in a position to offer a work experience opportunity, please contact the school and they will inform us. Employers receive no reimbursement for taking students on work experience but cite other benefits of becoming involved, such as:

- raising their company profile within the industry

- developing recruitment channels

- staff development

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