



8<sup>th</sup> September 2017

**Work Experience Guide for Year 10 Students**  
**Monday 26<sup>th</sup> February 2018 – Friday 2<sup>nd</sup> March 2018**

All students in Year 10 will have the opportunity to complete a week's Work Experience during the dates above. The placement must be with a company which has the relevant Employers Liability Insurance (ELI). **NO** student can attend a placement without this valid document.

### **Why send students on Work Experience?**

- Think about their future career
- Behave and dress appropriately for the work place
- Increase self-confidence, motivation and self esteem
- Gain an understanding of the relevance of what they are studying
- Develop employability skills e.g. punctuality, working in a team, communication, and showing responsibility
- Gain an awareness of Health and Safety
- Gain an insight into the ever changing world of work and how it may develop in the future

Some students have no idea of the working environment so this opportunity can have a positive impact on future development in school and further education.

### **Provider Information Education Business Partnership - South West Supporting the workforce of tomorrow**

*The details for the Work Experience provider for Lytchett Minster School are as follows:*

**Education Business Partnership  
South West  
25A High Street  
Melksham  
Wiltshire  
SN12 6JY**

**Telephone Number 01225 707817  
Email: [SouthCentralWEX@ebp-sw-org](mailto:SouthCentralWEX@ebp-sw-org)**

Work Experience placements that Lytchett Students attend are approved by the above company, an assessor ensures that the company is a safe and suitable environment for a young person. All companies that have been approved appear on the company database and this provides all the information required about various industries.

### **Database access information:**

- **Web Site Address:** <http://dorset.learnaboutwork.org>
- **School:** Lytchett Minster School
- **Name:** lytchett student
- **Pin Number:** 2468

### **Why do we ask for a contribution?**

We have a contract with Education Business Partnership that we have to pay for the use of the database and for the completion of all Health and Safety checks that are required for your child to work in a safe and healthy environment. We also have to pay for checks for any students attending placements out of area.

We ask parents for a contribution of **£18.00** if the company is on the database and all paperwork signed and returned to Mrs Tucker by the deadline. A student wishing to have a placement out of county will be charged £40.00 and this can only happen if the application is handed in by the deadline given which is six weeks before placement.

If your son/daughter has their placement confirmed and has paid in full, then decides to cancel this, and attend somewhere else, another charge will be made.

### **Procedure:**

All students will be given a choices form to complete and return with payment either by cheque or the school's Wise Pay account by a certain date (please see dates below). Students will then receive a green form which will have all the details about the placement, and on the back a health declaration. This form needs to be completed both sides and signed by the student and completed by the parent before presenting to the company for a signature. Once this is completed, the form can be handed back to Mrs Tucker and the job will be confirmed to the student. The earlier this is sorted, the better the chance the student will have of getting the placement that is requested.

### **Parental support:**

- Please discuss the placement with your child so that travel arrangements can be organised before contacting the company.
- Is the placement something that is really going to benefit your son or daughter in their career interests?
- Check any health issues that could be a hazard to the student or employer.
- Be positive and supportive
- Encourage them to reach deadlines and face consequences if they don't.
- Please ensure that the green form is signed by the employer and yourself both sides.

### **Deadlines to meet for Work Experience:**

Students attending a company which appears on the database need to return their green form and have paid the £18.00 by Wise Pay or send in a cheque with the completed green form by **FRIDAY 5th JANUARY 2018**.

Students attending a company out of area need to return the yellow form completed with a copy of the Employers Liability Insurance and a cheque or pay on wise pay for £40.00 by **FRIDAY 1<sup>ST</sup> FEBRUARY 2018**

Students attending a company in London need to return the yellow form completed with a copy of the Employers Liability Insurance and a cheque or pay on wise pay for £40.00 by **FRIDAY 3<sup>RD</sup> NOVEMBER 2017**.

*\*If these deadlines are not met, further charges may occur\*.*

If you have any questions, please do not hesitate to contact me ([tuckern@lytchett.org.uk](mailto:tuckern@lytchett.org.uk)).

Yours sincerely,



Nicky Tucker  
Work Related Learning Coordinator