

YEAR 10 WORK EXPERIENCE

YEAR 10 – WORK EXPERIENCE 29 JUNE TO 3 JULY 2020

IMPORTANT INFORMATION FOR PARENTS/CARERS

Work experience gives students the opportunity to spend time in an adult working environment, carrying out tasks and duties as an employee, but with the emphasis on learning about the world of work. The placement is not necessarily to reflect the eventual career choice of the student but should allow a broad experience of the work place and an opportunity to develop skills for the future. We are delighted to be able to offer this to our Year 10 students in 2020.

In order for this to be a meaningful experience, we need your support in ensuring that you understand some key expectations and that you are aware of the Education Business Partnership's (our provider) expectations.

If your son/daughter does not wish to participate then please speak to their tutor, they will be required to attend school.

Timeline:

- **12 December 2019** from 5.30 - 7.00pm: Careers Evening at Prospect School to meet many of Berkshire's leading employers. Venue: School Hall, Honey End Lane entrance.
- **16 December 2019** - Return completed paperwork to school
- **20 January 2020** – Student Interviews
- **18 May 2020** - Placements into school
- **29 June to 3 July 2020** – Work Experience Week

Cancellations and Charges:

We would like to draw your attention to the charges that you will incur should any of the following instances arise:

If your son/daughter does not fulfil the requirements or withdraws before a placement has been sourced, you will incur an administration charge of **£50** for the work Educational Business Partnership (EBP) have already completed.

If your son/daughter withdraws from the process after a placement has been sourced for them, meeting all the criteria on their form, the full rate of **£77 will be charged**. If the Education Business Partnership (EBP) are required to source an alternative placement for your son/daughter a **£60** change of placement fee will apply, plus the full fee of **£77** for both the first and second placements (**£154 plus £60**).

In the case of own-sourced placements, should the placement fall through due to Educational Business Partnership (EBP) being unable to sanction, a flat administration fee of **£25** will be charged.

We hope that you will support us and your son/daughter in ensuring that they view this as a part of their learning that will also lead to finding meaningful employment in the future. As I'm sure you appreciate, work experience is a worthwhile enrichment activity but costly for any school to organise and therefore it is important that you understand why there is a need for costs to be recovered.

Students are encouraged to organise their own placements. In this case, you will need to complete the employer details and agreement form by 16 December. If the employer information is not received by this date, it may not be possible for own-placements to proceed due to insufficient time for health and safety checks to be carried out. Please note that all employers supporting work experience students must have Employers Liability Insurance.

You can help your son/daughter by:

- Discussing the types of place that would be of interest.
- Ensuring that the application form is completed and returned to their tutor by the due dates.
- Thinking about anyone you know who might help them find a placement.
- Encouraging them to understand that, however nervous they might feel, it is a wonderful opportunity for them.
- If your son/daughter is sick or late, ensuring they contact the employer and the school.
- Checking that the work experience diary is completed.
- Encouraging your son/daughter to persevere, even if the placement is not what was expected.

After the placement:

Many students gain from the experience and this can show them the value of working hard at school or indeed give them a heightened understanding of the expectations of the work place. Students will have the opportunity to update their CVs at school and talk in a mature way about their experiences. However, we request that you also speak to your son/daughter and relate it to your own experience of work.

Parents and carers - <http://www.hse.gov.uk/youngpeople/workexperience/parent.htm>

<https://educationbusinesspartnership.co.uk/privacy-policy/>