



Year 10

Work Experience Week

8th-12th July 2024



STUDENT & FAMILY GUIDE



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Guidelines for Year 10 Work Experience

When is Work Experience?

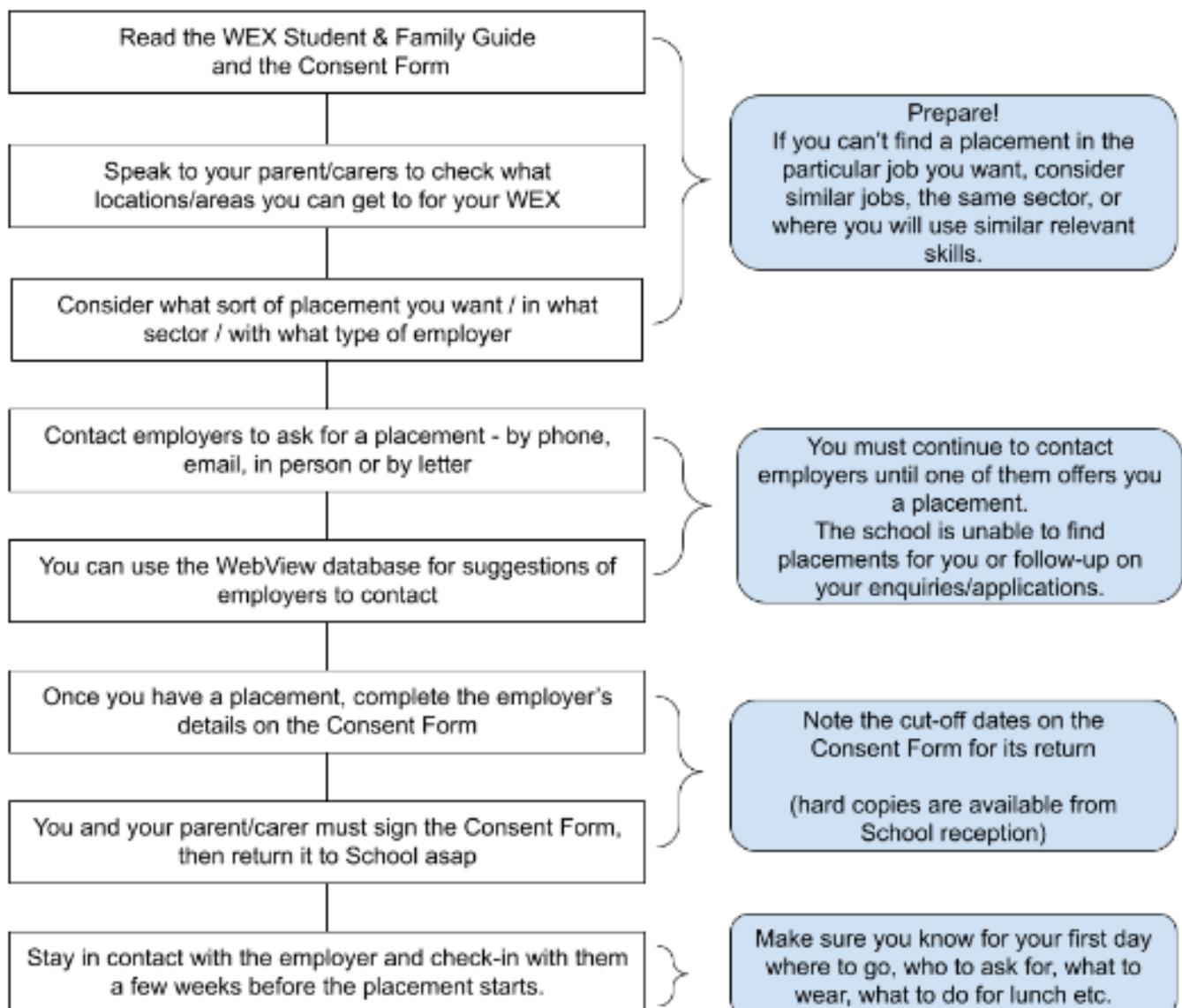
- 8th-12th July 2024
- All students have to go out on work experience during the above week. If you have booked a school trip abroad during this week, you will need to arrange work experience at a different time of the year, for example half term or Easter holidays. You will still need to complete a consent form. If the employer can only offer dates in term time, this has to be authorised by Mr Hildrew. Please contact Mrs Hill in the first instance for an authorisation form.

What are the benefits of Work Experience?

- Experience of a work environment
- Experience working the hours of a placement
- Working in the adult world
- Learning and using key employability skills
- Confirming whether it is the career for you. If you don't enjoy your placement, it may make you realise that this career path is not for you. It's better to find out now rather than later!
- Giving you extra motivation in school to work hard for the qualifications you need



Overview of Your Requirements





Finding and Applying for a Placement

- You/your parent/carer are responsible for finding a placement. This will mean contacting employers to enquire if they can offer you one and continuing to enquire until an employer confirms a placement with you.
- You are much more likely to find a placement you like by finding it yourself, rather than someone finding it for you.
- Identify as many employers as possible to whom you should enquire about a placement.
- Make sure you consider how and where you can get to.
- A placement that is with your parent/carer/close family is not usually the best choice as you won't get the same experience as working in a different environment/with new people.
- **See the email sent to you dated 17/10 for your login details** to Vervan WebView and the below guide to using it. This database lists employers who have offered work experience placements in the last few years, with a description of what the placement was. The database is a good starting point and may help you find a suitable placement, but you could also make your own enquiries and use your own contacts.
- Popular placements go very quickly, so enquire early.



DON'T DELAY, START LOOKING TODAY!

- Phoning employers to find out who the best person to speak to works well, as does visiting an employer in person.
- Follow up with an email (or letter) - see example
- It's a good idea to apply to several placements at once, rather than one at a time. If you have not received any replies after a couple of weeks, you should contact the employer again, and/or look for something else.
- If you cannot find a placement in the career area you are thinking of, then look for something else you have an interest in or where you will still learn relevant skills.
- An employer may ask you to send them your CV or tell them why you are interested in having a placement with them. They are most likely to offer you a placement if they feel you are interested in their area of work.
- A placement is confirmed when the employer has offered it to you and you have accepted that offer (and your parent/carer agree to the placement)
- When a placement is confirmed, verbally or in writing, complete the Consent Form which includes details that you will need to ask the employer for.
- Please be aware of the below list of jobs you cannot do



Jobs You Cannot Do

No child of school age may be employed:

- in a cinema, disco, theatre, dance hall or night club (except in connection with a performance given entirely by children)
- to sell or deliver alcohol, except in sealed containers
- to deliver milk
- to deliver fuel oils
- in a commercial kitchen

This is aimed at the process of cooking and would not prevent:

- serving at the counter of a fish and chip shop provided this does not involve getting fish or chips out of a deep fryer or working in an area where fish or chips are prepared;
 - washing up in an area separate from where food is prepared;
 - making sandwiches at the counter of a sandwich bar; and
 - collecting meals from a kitchen or returning empty plates to a kitchen
- to collect or sort refuse
 - in any work three metres above the ground—inside or outside
 - in employment involving harmful exposure to physical, biological or chemical agents
 - in work involving adult material or in situations unsuitable for children
 - in telephone sales
 - in any slaughterhouse or butcher's shop
 - as an attendant or assistant in a fairground or amusement arcade or any premises with automatic machines of chance or skill
 - in the personal care of residents of any care home or nursing home unless under the strict supervision of a responsible adult



Consent Form and Health & Safety Requirements

- All placements need to be health and safety (H&S) approved by our third party provider CSW Enterprise. The school will arrange for them to carry out checks once the completed and signed Consent Form has been handed in to school reception.
- Please do not return the consent form until the placement has been confirmed to you by the employer.
- Employers will need to have Employers Liability Insurance (ELI) and Public Liability Insurance. If an employer says they are exempt from having ELI, please contact Mrs Hill to discuss with her as it may still be possible to accept the placement.
- When the necessary H&S checks have been made, the school will confirm the placement with the employer.
- It is you and your parent/carers responsibility to inform the employer of any disabilities/medical conditions/health problems - e.g. asthma, so that they can ensure the placement is safe and suitable for you. The CSW H&S approval does not consider an individual student's needs at a placement.
- You/your parent/carer should discuss with the employer any learning difficulties/special education needs you have so that they can consider this and support you appropriately.

Placements cannot be processed by the school until you return the consent form signed by both yourself and your parent/carer



Timeline & Fees

All placements should be confirmed by returning the consent form to school by the end of term 4 (28th March), to allow plenty of time for H&S checks.

Please do not return the form until the placement has been confirmed to you by the employer

On receipt of a consent form we will instigate an employer H&S check by our third party provider CSW Enterprise. A fee of £35.50 is payable for this via ParentPay for placements within the geographical area they cover (see below). If the placement is outside of this area, then an additional £50 will be charged.

An additional £20 'late fee' is charged for consent forms returned after the below dates.

- 3pm on Mon 17th May if the placement is within the CSW area
- 3pm on Fri 28th March if outside the CSW area



CSW Enterprise 'In Area' Postcodes

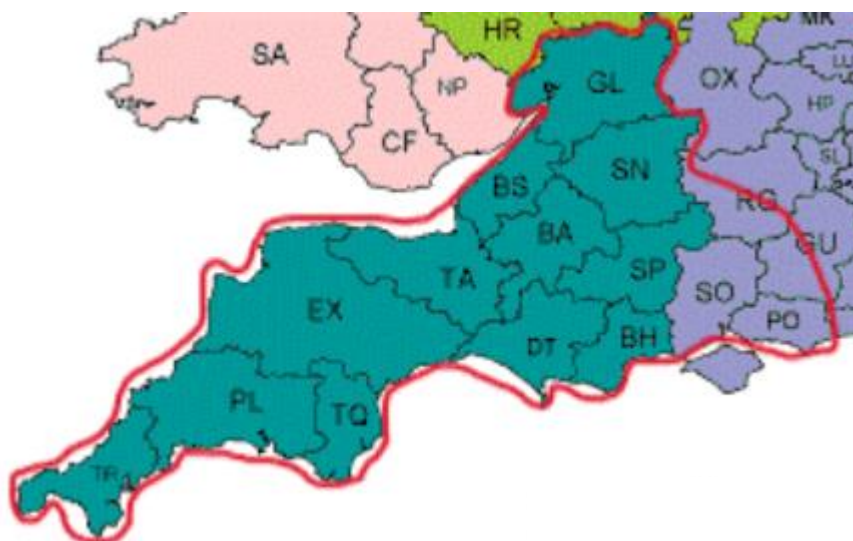
If the postcode of where the placement will be starts with one of the below, then it is within the CSW area.

Any postcode starting with the below letters:

BA, BH, BS, EX, GL, DT, PL, SP, SN, TA, TR, TQ

Any postcodes starting with the below 4 digits:

- GU10, GU11, GU12, GU13, GU14, GU17, GU26, GU30, GU31, GU32, GU33, GU34, GU35, GU46
- PO10, PO11, PO12, PO13, PO14, PO15, PO16, PO17, PO7, PO8, PO9
- RG19, RG20, RG21, RG22, RG23, RG24, RG25, RG26, RG27, RG28, RG29, RG7
- SO16, SO20, SO21, SO22, SO23, SO24, SO30, SO31, SO32, SO40, SO41, SO42, SO43, SO45, SO50, SO51, SO52, SO53,



All other placement postcodes will incur a supplementary £50 'out of area' fee.



Veryan WebView Guide

Work Experience Placement Database

Website: <https://devon.learnaboutwork.org/log-in-student.asp>

How to use Veryan WebView – the work experience search engine.

When looking for your work experience placement you might be able to find an employer through people you or your family knows. You might also find using a directory of previous placements helps you to find a work experience provider. Veryan WebView is an online search engine that allows you to view information about employers who have supported students on work experience in the past. It is simple to use and these instructions will help you navigate around the system.

It is a good idea to use this with your parent/carer so that you can discuss practical issues, like where you could get to and how you would get there, before you get in touch with a company.

Once a placement has been offered to you, you need to complete the Work Experience Consent Form. You will need the form in front of you when you speak to the employer to gather the required details. You should also ask the employer about start and finish times, dress code, mobile phone policy and lunchtime/break time arrangements e.g.: packed lunch or lunch money. Once you have completed the Consent Form and it has been signed, you must return it to school reception so that the employer can be contacted to confirm the placement and Health & Safety (H&S) checks can start.



GETTING STARTED with Veryan WebView

You will need a computer with an Internet connection.

1. Open an internet browser and go to the following address:
<https://devon.learnaboutwork.org/log-in-student.asp>
2. Follow the instructions and select Churchill Academy & Sixth Form

CSW
People developers

Log In

Enter school

Lookup your school name , then click 'Submit'.

School

- ACE Tiverton School
- Axe Valley Academy
- Barley Lane School
- Brunel Academy (Catch 22)
- Cambian Devon School
- Churchill Academy and Sixth Form**
- Clevedon School
- Clyst Vale Community College
- Colyton Grammar School
- Devizes School
- Devon Educational Services
- Dovecote School
- Downland School
- Great Torrington School
- Hanilton Community College
- Kingdown School

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3. Enter your login details and click 'continue' (if you are asked to select a batch then please discuss this with Mrs Hill at school reception).
 - You will need to enter your first and last name when logging on, for example: Joe Bloggs
 - See the email sent to you on 17th October (students and parents/carers) for your login PIN (or ask your Tutor)

CSW
People developers

Student Log In

Please confirm your name and PIN

School **Churchill Academy and Sixth Form**

Name

PIN



4. We only use Vevyan WebView to search for potential placement employers. You do not therefore need to make any 'choices' or use any of the top menu items except for 'Search'

You are logged in as **Jamie Adams** Log Out

CSW People developers

Home WEX Noticeboard Work Experience Literature **Search** My Placement Details Feedback Form

Student Home

Welcome to WebView

In order to progress your placements you need to make a minimum of 3 choices from the database.

This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.

Your work experience dates are 07/07/2024 to 12/07/2024

If you have any questions about Work Experience, please talk to your teachers.

5. Clicking on the Search tab will display this screen:

CSW People developers

Home WEX Noticeboard Work Experience Literature **Search** My Placement Details Feedback Form

Search

Please select from the options below, or enter the job number here: Job number

Company Telephone
Town/Area Postcode(s) or or

<input type="checkbox"/> Administration, Business and Office Work	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Performing Arts
<input type="checkbox"/> Building and Construction	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Personal and Other Services including health and beauty
<input type="checkbox"/> Catering and Hospitality	<input type="checkbox"/> Languages, Information and Culture	<input type="checkbox"/> Retail Sales and Customer Services
<input type="checkbox"/> Computers and IT	<input type="checkbox"/> Legal and Political Services	<input type="checkbox"/> Science, Mathematics and Statistics
<input type="checkbox"/> Design, Arts and Crafts	<input type="checkbox"/> Leisure, Sport and Tourism	<input type="checkbox"/> Security and Armed Forces
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Manufacturing and Production	<input type="checkbox"/> Social Work and Counselling Services
<input type="checkbox"/> Engineering	<input type="checkbox"/> Marketing and Advertising	<input type="checkbox"/> Transport and Logistics
<input type="checkbox"/> Environment, Plants and Animals	<input type="checkbox"/> Media, Print and Publishing	<input type="checkbox"/> ALL All Categories

Restrict search to Industrial Cadet places only

This allows you to search for different types/areas of work. More than one type of work can be chosen, and this can be narrowed down further using the postcode or town function.



For example, if you want to search for placements in the villages in and around Churchill, and to include Weston Super Mare, then enter 'North Somerset' to the 'Town/Area' field.

The search results will be displayed as follows, listing employers that have offered placements in the last few years.

Opportunity List

Records 1 to 20 of 1047 First | Previous | **Next** | Last

Organisation	Job Title	Town	Job No.	Details
A & D 4 x 4 Ltd	Assistant Garage Mechanic	Winscombe	210	View
A - Gas UK Ltd	General Engineering Assistant	BRISTOL	202	View
A Gas International Ltd	Admin Assistant	PORTISHEAD	27649	View
		Weston super		View

- Click the 'View' button to see a Job Description of a placement. Selecting 'Printable Version' will give you the option to print all the information on the screen. If you need a printable version and are unable to print, please contact Mrs Hill at school reception and she will print it for you.

Job Description

[Printable version](#) | [Return to job list](#) | [New search](#) | [Add to selection](#)

Employer	CSW Group PL4 0SJ
Job Title	Administration Assistant
Job Number	60038
Classification	CAT - Clerical and secretarial work
Business	Non-Profit social enterprise
Aims	As an administrative assistant, you'll carry out clerical and other duties in support of the business. If you're well organised, can pay close attention to detail and like being part of a team, this job could suit you perfectly.
Activities Involved	Student will assist with general office admin work including word processing, data input, scanning, filing, photocopying. The student may be given a particular project to undertake depending on requirements and business need. There may be additional tasks associated with the role depending on the department that the student will be working in.
Other Information	Due to the level of admin it would be advantageous for the student to have excellent English and maths skills Student should have good interpersonal skills Student to have good IT skills

The Employer's contact details are at the bottom of the screen. It is possible these may have changed and so if you can't get through, look up the company contact details on the internet.

- You now need to make contact with any/all employers of interest to ask if they can offer you a placement.

If you wish to return to the previous list or start a new search on Veryan WebView, then click on 'Return to job list' or 'New search' at the top of the page.

Remember that we only use Veryan WebView to look for potential employers.
Do not use the 'add to selection' field.




When you have secured a placement with an employer you must return the **signed Consent form to school reception** so that the placement can be confirmed. It will be updated as being 'in progress' on Veryan WebView by the school.

When you have a placement in progress your home page will change to indicate the progress of the placement. The school follows this up and you do not need to use WebView after handing your consent form in to school.

If you wish to see a description of your confirmed placement, click Job Number and a screen similar to the following one will be displayed.

My Placement Details

**Journey Planner**

[New search](#)

Job	Employer	Job Title	Town	Postcode	Choice	#	
1104	Alvis Bros Ltd	Farming Assistant	BRISTOL	BS40 8BE / BS40 5RH	<input type="text" value="v"/>	2	<input type="button" value="X"/>

For any queries contact Mrs Hill via school reception.



Example Application Email

You should use your school email address when contacting employers/people that you don't know – but make sure you monitor it for replies. If you are going to use your own email address, because you know the person it is being sent to, make sure your email address/name is sensible and formal as this is a business/work communication.

When enquiring, it is worth mentioning what your age will be at the time of the placement, as some employers do not have insurance for under 16s.

To |

Cc Bcc

Work Experience placement enquiry

Dear (Name),

I was given your name when I [telephoned/called in] and I am contacting you to enquire if your company could offer me a work experience placement during the week of 8th to 12th July 2024 [when I will be 14/15 years old].

I am a student at Churchill Academy & Sixth Form [and I have attached my CV/I am studying]. I am particularly interested in a placement with your company because [e.g. I am thinking of this as a future career, it would give me an insight to working in this sector/role etc.].

I would appreciate if you could let me know if this is a possibility or not, and if yes, when would be a good time to discuss it in more detail.

Many thanks and with regards

Yours sincerely,

[Your name]



Example Application Letter

Your address (you could also add your email address below this as a way to reply to you)



21 The Palace
Queen Street
Kingsbury
BS77 8LL

Mr Haddock
Ponds Fish Farm
Cod Street
Bath
BA66 9CD



Employer's name
and address

11th October 2023

Dear Mr Haddock

My name is Susan Trout and I am a year 10 student currently studying at Churchill Academy & Sixth Form. I am writing to enquire if your company, [\[name of company\]](#), is able to offer me a work experience placement during the week of 8th-12th July 2024.

I would like a placement with your company because [\[explain why - for example, because you are thinking of this as a career or it is something you are interested in\]](#) and would like to gain an insight into this work/role.

I am studying GCSEs in Maths, English and Science as well as [\[name your other subjects\]](#).

[\[Tell the employer a bit about yourself where it is relevant, for example 'my main interests are...'. Say if you have a part-time job, including responsibilities and position, any voluntary work, career ideas etc.\]](#)

I look forward to hearing from you.

Your faithfully [\[If using Mr, Mrs, Ms, Miss, Sir or Madam\]](#)

Yours sincerely [\[If using the person's name, e.g. Mrs Hill\]](#)



Your signature

Susan Trout



Your name



During the Placement

- In June, you will be issued with a work experience log book with an explanation of how to use it.
- You must complete parts of the log book during your placement and your employer must sign it at the end. This will be set as homework.
- You will usually have a visit from a member of school staff during your placement. If a visit cannot be made, a member of staff will contact the employer to find out how you are getting on.
- If you are unwell, or if there are unforeseen circumstances, you or your parent/carer must contact both the employer and Churchill Academy to explain your absence as soon as possible.
- Employers will require you to follow their company's Health & Safety requirements as well as guidelines regarding dress, behaviour, punctuality, mobile phone usage etc.

Remember - you are representing the Academy and we are proud of the excellent reputation we have with employers



After The Placement

- You should write a thank you email/letter to your employer.
- The school will contact your Employer asking them to complete a feedback form.
- Your completed log book will be used in your PSHE lessons to discuss and record your experience and the skills you have used.
- On completion of the placement you will receive a Work Experience Certificate of Achievement (usually issued at the start of year 11).
- You can add your work experience to your CV as employment when applying for jobs.