

# WEX Passport Booklet for Students, Parents, Employer and School



Dear Parent / Student and Employer,

By working in close partnership together everyone should be able to benefit from a student Work Experience Placement WEX; especially the student by gaining a clearer understanding of how to behave and approach work and staff in the work place, invaluable work-related experience and interpersonal skills needed in each work placement.

This booklet clearly outlines key information for each of us:

- a) Information for the Employer/Business where the WEX placement is to be undertaken;
- b) Guide for p/c;
- c) Information for student
- d) Risk Assessment
- e) Contact details

Thank you for working together to enable this student to succeed in their WEX placement.

Yours sincerely

Kelly Wright – Careers Adviser and WEX Coordinator  
Mrs K Rogers– Head of School

## A) INFORMATION FOR THE EMPLOYER:

### WORK EXPERIENCE HELPS STUDENTS TO:

- Understand the world of work.
- Experience an adult environment outside school.
- Increase knowledge of particular jobs or careers.
- Develop skills and talents (e.g. social / communication)
- Increase their confidence and self esteem.
- Give them an insight into the organisation they are placed with.
- Understand the relevance of school work ( in some cases it can also help with particular projects).

### WORK EXPERIENCE HELPS EMPLOYERS TO:

- Promote their goods and services within the community.
- Provide development opportunities for their staff.
- Develop recruitment procedures and opportunities.
- Promote their business to future customers.

### HOW TO ENSURE QUALITY WORK EXPERIENCE:

- Ask for an application form from the student supported by the school.
- Ensure the student pays you a visit before they start their placement.
- Brief the student, and relevant staff, practically with regard to Health and Safety issues.
- Plan a written programme of work for the placement period, with agreed objectives.
- See that the student has a proper induction and knows who they need to report to.
- Monitor student progress against the agreed objectives, especially when they are visited by a member of the school staff.
- Allow the student to show you their completed logbook or diary and advise if necessary.
- Contact the school if there are problems / concerns.
- Complete the employer section of the student's logbook.
- Review the placement, with reference to the objectives and feedback useful ideas to the school.
- You may be asked to provide a reference for their Progress File or future applications.

#### WORKING WITH YOUNG PEOPLE: ENDORSEMENT OF PRINCIPLES:

In consideration of the Education Act (2002) it would be very helpful if you would read the following principles of working with young people. If your organisation has a child protection policy, you will be endorsing these principles, ensure that the placement is a secure and productive environment for both you and the student.

#### ENVIRONMENT:

Where possible avoid being on your own in an isolated or closed environment with a young person.

#### TRAVEL:

Ensure that there is a know destination and check-in times with a third party in situations where a young person will be travelling alone with a adult during placement. It is a good idea to make available a mobile phone (or equivalent) to the student in such situations.

#### MENTOR:

Those placed immediately in charge of young people should be competent in their work – role, mature in their attitudes and yet, at the same time, be at ease with young people.

#### PERSONAL CONTACT:

There may be occasions when physical contact is unavoidable (e.g. when you are guiding them in carrying out a technical operation) but these should be kept to a minimum.

#### BEHAVIOUR:

Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, avoid being over familiar.

#### DISCLOSURE:

Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with an appropriate representative of the education provider (usually this will be a school's Work Experience Co-ordinator, Miss K Wright the Headteacher Mrs K Rogers)

#### INTERNET

We would appreciate organisations offering work experience doing all they practically can to reduce the risk of young people being able to access unsuitable websites. For our part we undertake to make it clear to students that the same internet access protocol that applies in school / college also applies to placements if anyone in the work place becomes concerned about inappropriate student communications we would ask you to contact the school / college immediately.

## DISQUALIFICATION

You are reminded that you are required by law to protect children from harm and that any employees are required, under the Criminal Justice and Court Service Act, to declare if they are disqualified from working with children.

I endorse these principles in the context of work experience on behalf of our company.

I will contact K Wright Work Experience Coordinator within 1 hour of the students arrival time, if student hasn't arrived to work experience.

The home school is responsible monitoring the students attendance.

Key Contact:

Signature:

Date:

Email:

Telephone Number:

Mobile if required:

## B) GUIDE FOR PARENTS / GUARDIANS

### WHAT IS WORK EXPERIENCE?:

Work Experience represents an opportunity for students, to explore the world of work. They can find out more about:

- Work and how it is different from school.
- Themselves what they like and what they are good at.
- How they might improve their chances of achieving their goals.
- Help decide on a career path and choose appropriate qualifications.

Now you may be wondering...

“How can I help my child”?

Here are some ideas.....

BEFORE your child starts their Work Experience placement make sure they know:

- Where they are going and how to get there (bus times/ fares etc).
- Who they should ask for when they arrive.
- Times for starting / finishing the day.
- Arrangements for breaks and lunch ( do they need to take their own sandwiches etc or money to buy something?)
- What they should wear ( will they get cold/dirty/be on their feet a lot?)

DURING your child’s Work Experience See that they:

- Get up in time to arrive punctually.
- Take with them everything they need.
- Get enough sleep as they will probably be very tired at the end of each day
- (They could be at work longer than they would be at school).
- Encourage your child to talk about their experience each day. You may need to reassure them as it will be a new experience for them.

WHAT IF THERE ARE ANY PROBLEMS?

- Your first point of contact is the Work Experience placement coordinator Miss K Wright.
- If (for example) your child is having difficulties getting on with other people or coping with the work, again, you should contact the Miss K Wright as soon as possible.
- Miss K Wright will be visiting each child regularly during their Work Experience placement to see how they are getting on.

#### AFTER:

- Check they have finished any logbook or diary they are supposed to have completed.
- Complete the Parents / Guardians section of the log book.
- Report within the logbook.
- Talk to them about what they have learnt and whether it has changed their career plans.

Sometimes students go to non- traditional work experience placements – girls into occupation areas which are usually followed by men, and boys into areas where the majority of workers are women.

#### WHY ARE NON – TRADITIONAL PLACEMENTS A GOOD IDEA?

- More adventurous choices can broaden the student's experience.
- All students have different interests and talents they should not limit themselves.
- The career patterns and roles of women and men are changing.
- In an uncertain job market it is an adventure to be flexible in thinking about the future.
- A non- traditional placement can encourage a student to aim higher.

If your child wants to do a work experience placement with a difference – or if the school suggest he or she could consider one – what can you do?

- Talk it over with them.
- Try not to put them off- they may gain a lot in confidence and maturity from the placement.
- Support them while they are on work experience – they may need extra reassurance if there only a few other males / females there.
- Be proud of them, for trying something different.

#### WHAT ARE THE BENEFITS OF WORK EXPERIENCE?

- Parents / Guardians often find their child will gain in maturity and confidence as a result of their Work Experience.
- They may, in fact, change their ideas and attitudes, and you can help by talking things over with them.
- Your support is vital at this time, but if further guidance is needed you can contact your school's Work Experience Co-ordinator.

Signature:

Date:

Email:

Telephone Number:

## C) GUIDE FOR STUDENTS:

### WHY WORK EXPERIENCE?

Your Work Experience placement will give you the chance to find out about the world of work. It can help you to:

- See how work is different from school.
- Develop your skills and talents.
- Think about your choice of career.

Think carefully about where you want to go and why you want to go there. Have a look though a risk assessment for your chosen Work Experience Placement to see if there are any safety issues which oppose your ability to work in this job role.

### BEFORE YOU GO MAKE SURE YOU KNOW:

- Who to ask for when you arrive.
- What to wear and what you need ( e.g bus fares, lunch)
- Where you are going and how to get there (allow yourself plenty of time)
- Times starting / finishing the day, including lunch break.

### WHILE YOUR THERE:

- Listen carefully to all instructions, especially with regard to Health and Safety.
- Be enthusiastic and willing to help.
- Ask questions!
- Do not be afraid and try new things but check if you are unsure about anything.
- Remember you need to give a good impression of yourself and your school.
- If you have any problems speak to your supervisor or if necessary the school.
- Make sure you contact your supervisor and school if you are going to be late or cannot attend.
- Do not forget to fill your logbook/ diary.

### AFTER YOUR PLACEMENT:

- Make sure you have completed your logbook or diary as fully as possible and keep anything else which could go in your Progress File)
- Do not forget write to the employer and thank them.
- If possible talk about your experience with:
  - ❖ your parents
  - ❖ teachers
  - ❖ friends

To help you decide what to do next.



WORK EXPERIENCE SHOULD HELP YOU TO:

- Experience and understand the world of work.
- Appreciate the relevance of what you do in school.
- Apply skills learnt at school.
- Set learning objectives for the future.
- Consider employment possibilities.
- Be aware of Equal Opportunities issues in employment.
- Develop skills, knowledge and confidence for adult life.

Signature:

Date:

Email:

Telephone Number:

### Health and Safety & Welfare: Risk Assessment Young Persons

As part of their duty of care schools need to ensure that organisation provide a safe, health and secure working environment for each student on work experience. Exchanging the following information is part of that process.

This section to be completed by K.Wright

Placement for ( students name):

From (school):

Type of work experience :

Dates of placement:

Age of student on first day:     (years)     (months)

Other information about this student necessary for the employer as a safe experience placement:

School number to be used in an emergency:

Name of Company:

Address:

Telephone Number:

Post Code:

**This section to be completed by Employer**

Areas, processes or machines from which the student will be prohibited ) and will be notified to them on induction);

Are there suitable welfare facilities for a student of the above age: YES/NO

Aspects of the work unsuitable for students with a health problem: ( e.g Asthma, allergies etc)

What risks been identified under the Management of Health and Safety at Work Regulations ( Young Persons) that need to be notified to the parent / guardian by the school. ( Please Specify)

Name of person responsible for organising the continuous competent supervision and protection of the student ensuring that appropriate induction and training will be provided.

Signed: ..... Position..... Date .....

## D STUDENT RISK ASSESSMENT

KSSS employ a H&S advisor to specifically undertake a comprehensive RA of each WEX placement – without this no KSSS student will be placed in WEX. This is independent of KSSS staff. Miss Wright does have a general RA for most jobs for her and each student to review to help ascertain if the WEX placement is likely to be suitable before sourcing a placement.

To be completed BEFORE the WEX placement AND handed to the Key Contact Staff (Copy kept by Miss K Wright Coordinator) data shared with SLT.

## E STUDENT CONTACT DETAILS

To be completed and handed to the key contact staff BEFORE the WEX placement beginning WITHOUT IT WEX cannot begin ( a copy kept by Miss K Wright WEX Coordinator). KSSS holds these details on Arbor (MIS).

## F DECLARATION

### Parent / Carer

I accept that my child ..... will be attending ..... as a work experience (WEX) placement. I know and understand that Miss K Wright will be monitoring the placement on my child's school behalf.

I agree to letting the above company to have the following details for Health and Safety purposes.

Childs Name .....

Date of Birth .....

My child has the following health problems that the WEX placement needs to be aware of e.g. asthma / medication for .....

Emergency Contact Details

Telephone .....

Mobile .....

Email.....

PRINT NAME OF PERSON WHO HAS PARENTAL RESPONSIBLY

Sign .....

Date .....

## Student

I agree to attend my WEX placement on ..... from ..... To  
.....

I will turn up on time and be suitably dressed. I will follow instructions and follow the company's rules and regulations  
(Otherwise I may put this and future WEX placements in jeopardy)

Print Name:

Sign:

Date: