

G/SA/WorkExperience/09-10/DatesBTN-hys

7 December 2009

Dear Parent/Carer

Year 10 Work Experience – 12-16 July 2010

As part of their entitlement to work related learning all Year 10 students take part in a period of Work Experience. The dates for which will be 12-16 July 2010. During this period the normal Year 10 timetable will be suspended. The students will be asked to complete a detailed diary of their experiences during the week and will complete some follow up tasks on their return to school in Year 11.

Work experience is concerned with giving students an understanding and experience of working life. It will give them the opportunity to get first hand experiences of typical working conditions in various places of work. This will not necessarily be an experience of their chosen career path when they eventually leave full time education, however it should help them to find out about their own skills and to see the links between the courses they are studying and the skills they need in the future. It will also give them responsibility; they will be expected to be punctual, independent and helpful to others.

We will be giving an assembly to outline the process to students. As in the world of work it is important that the deadlines are met as we use an outside agency, The Central Berkshire Education Business Partnership to place students.

Please find enclosed an 'S' form for completion. All students are required to complete this form and return it to their tutor. The deadline for the return of this form is **15 January 2010**. Also enclosed is an 'OP' form which is available to all students who would like to take the opportunity of finding their own work experience placement. The deadline for the return of this form is **29 January 2010**.

We must point out that we pay a fee to the CBEBP for each student and any placements which are arranged outside the Berkshire county area carry an additional charge which can vary from £15.00 to £60.00. The CBEBP will inform parents of charges before taking any action, which you will understand cannot be met by the school.

All own placements are subject to health and safety checks by the CBEBP staff and employers must hold public liability insurance. Should you want to make any changes to placements once the CBEBP have finalised a place this will also incur an additional cost which is not met by the school.

Many students are excited about this opportunity others are reticent about their placement so we intend to deliver a programme of activities to ensure that students are fully prepared for the experience.

Should you have any queries about any aspect of the Work Experience programme please do not hesitate to contact us.

Yours faithfully

Miss L Brittain
**Deputy Head
Work Related Learning**

Mrs M West
**Director of Personal
Development**

Miss R Mason
Head of Year 10

Central Berkshire Education Business Partnership

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An independent company since 1993, working to bring together Education and Business

2010 Student Block Work Experience Application Form

PLEASE RETURN ALL FORMS TO YOUR TUTOR

Dates of WEX: 12 July-16 July Return by: DEADLINE FOR **ALL** FORMS FRI 15 JAN 2010

School: Denefield Co-ordinator: Miss L Brittain

To be completed by student in black ink and in block capitals:

Sex – M/F

Name: _____ Date of Birth: ____/____/____

Address: _____

_____ Tutor Group: _____

_____ Home Phone: _____

Postcode: _____ Emergency Phone: _____

SAT Details – please detail your SAT scores for the subjects below (if known)

ENGLISH		MATHEMATICS		SCIENCE	
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Skills and Preferences Sought

Please tick SIX of the preferences detailed below. Consider which skills you would like to use or which skills you would like to develop. These will help us on deciding a suitable placement for you.

<i>A Placement...</i>	✓	<i>A Placement...</i>	✓	<i>A Placement...</i>	✓
WORKING AS PART OF A TEAM		WORKING WITH NUMBERS		USING WRITTEN SKILLS	
WORKING OUTSIDE		WORKING INDEPENDENTLY		USING CREATIVE SKILLS	
WORKING WITH TOOLS & EQUIPMENT		WORKING INSIDE		PROBLEM SOLVING	
WORKING WITH ICT		WORKING WITH ANIMALS		ORGANISING & PLANNING	
TALKING ON THE TELEPHONE		TALKING TO CUSTOMERS		CARING FOR OTHERS	

You will have the opportunity to detail your preferred type of placement on the back of this form

Travel

Tick which areas you can travel to (remember that you may be placed in any of the areas you tick)

Central Reading Tilehurst Caversham Woodley
 Lower Earley Earley Wokingham Winnersh
 South Reading Shinfield Burghfield Twyford

"Remember, the more areas you can travel to, the better chance you have of getting the placement you want."



Other areas you can travel to: _____

Please tick what forms of transport you can take

Train Bus Cycle Walk Parental Lift To:

To be completed by student:

In support of your application, please complete the following statements:

(Incomplete forms will not be accepted, and will be returned to the school, delaying your placement)

1) From my experience of the world of work, I would like to learn.....

2) After my GCSE's, I plan to.....

3) What are your hobbies and interests.....

4) Tick 6 boxes to choose your preferred type of placement from the table below:

Animal Care		Schools		Childcare		Retailing	
Factories/Workshops & Warehouse		Engineering/Construction Related		Automotive Related		Restaurants & Catering	
Hairdressing & Beauty		Health / Social Care		Horticulture/ Conservation		Hospitality	
Science Related		Leisure Industry		Office		Finance	

To be completed by Parent/Carer:

I/we have read and fully understand this form and will support my/our child's placement choices and travel arrangements. I am/we are aware that it is an experience of work and NOT specialist training for a specific or future career. I am/we are aware that a £50.00 charge may be incurred if a placement that meets the requirements on the front of this form is found, and subsequently cancelled or changed. I am aware that my/our child's details will be provided to employers to assist with the arranging of work experience and for the employer to use in the event of an emergency—if you do not wish this to happen, please tick here

Signed: _____ Date: _____

Medical & Health History

We need to establish whether your child has a medical history which could make a placement unsuitable for them. Many employers are understanding of medical conditions, and if made aware of them, can plan and structure the placement to suit the individual student.

We would be grateful if you could complete the table below, sign it and return with your child's application form. Please contact the school if you require any assistance with this.

Does He/She:	Yes/No	Does He/She:	Yes/No
Have any restrictions of normal physical activity or games?		Have skin allergies or eczema?	
Have bronchitis, asthma or chest complaints?		Have a hearing difficulty or discharging ears?	
Have heart disease affecting capacity for physical tasks?		Have diabetes?	
Experience fits or fainting attacks?		Have significant colour vision defect or other visual disability?	
Have a learning difficulty which might affect their ability to understand or act on instruction?		Have any other health problems (including the need for regular medication)?	

If you have answered YES to any of the above, please attach a separate letter giving details.

SIGNED: _____ DATED: _____



Information contained within this application form will be used in accordance with the 1998 Data Protection Act. For further information on how this personal information will be handled, please contact us on 0118 933 8668

Central Berkshire Education Business Partnership

2010 Work Experience Guidance For Students

Work Experience is your opportunity to work with an employer and gain an insight into the world of work. You will have the chance to develop and learn new skills, and identify your own personal strengths.

We encourage all students to find their own work experience placement by approaching companies directly and by using your network of friends and relatives. Please ask your school co-ordinator for an Own Placement form. **Remember**, many companies will only consider those students who apply to them directly.

Completing the Application Form

It is vital that you complete the form in as much detail as possible, as this will allow us to match you up to the most suitable placement. Complete all sections titled 'To be completed by student'. Try and include as much information as you can, and show your enthusiasm!

Remember, many placements are very limited, and the work experience team will have to decide which forms/students get matched with the best placements offered. Filling in this application form will be good experience for when you have to complete application forms in the future – for a Driving Licence or University Application for example.

COMMUNICATION

INFORMATION TECHNOLOGY

IMPROVE OWN LEARNING & PERFORMANCE



APPLICATION OF NUMBER

PROBLEM SOLVING

WORKING WITH OTHERS

Skills

Employers are now seeking workers with *Soft Skills / Transferable Skills* – these are qualities people have that can be applied to many different job roles, such as *Listening Skills*, which are important in careers such as Teaching, Child Care, Customer Service, Retail, Police Force etc.

The examples given are an indication of skills required for different Work Experience placements:

Office – Team Working/ICT/Communication/Written/Organising and Planning

Retail – Communication/Customer Service/Problem Solving/Team Working/Working Independently

Automotive Related – Working with Tools and Equipment/Problem Solving/Team Working

Animal Care – Caring for others/Working with Animals/Team Working/Working Independently

Finance – Working with Numbers/ICT/Communication/Team Working/Problem Solving

On your application form you are asked to tick 6 Skill areas to allow us to identify a placement suitable for you.

You will also have the chance to detail more specific placement requests on the back of the form.

Remember that we may allocate you any placement we believe matches your skills and your travel areas.

When searching for a suitable placement for you, we will look at the skills you have identified and the supporting information on the back of the form. **Remember** you must complete the form in full, and double check it before handing it in to the school. Incomplete forms will be returned to the school, and this often means there will be a delay in finding your placement.

Please show your enthusiasm for work experience on the back of your application form, and remember whatever work experience you do, give it a real chance. employers are so keen on. And, of course, don't forget it will look good on your CV!

Central Berkshire Education Business Partnership

2010 Work Experience – Student Organised Placement

O/P

School: _____ Dates of WEX: 12–16 JULY 2010

Name: _____ Date of Birth: ____/____/____ Sex – M/F

Address: _____ Tutor Group: _____

_____ Home Phone: _____

_____ Emergency phone: _____

Postcode: _____

Many companies only accept Students who write to them directly, and its advisable that you do this as soon as possible.

Placements at popular companies get allocated very quickly, so make sure you get there first! Write to organisation stating the dates of your work experience, and the reasons why you wish to work at that particular company. This is also good experience for when you apply for jobs in the future.

Some companies will forward this form to the Central Berkshire EBP, and we shall notify you of the outcome. If the employer confirms the placement directly to you, please ask them to complete the details below.

The following person has offered me a placement:

Contact Name: _____ Job Title: _____

Is the above contact a relative, friend or other—please detail _____

Company: _____ Telephone: _____

Address: _____ Postcode: _____

_____ County: _____

_____ e-mail: _____

Nature of placement offered: _____

I _____(name) of _____(company)
Am authorised and pleased to offer the work experience as detailed above. I can confirm the company holds Employers Liability Insurance*, and that cover extends to students on work experience. (*Employers Liability (compulsory insurance) Act 1969)

Policy Number: _____ Expiry Date: ____/____/____

Insurers: _____

Signed: _____ Date: ____/____/____

****EMPLOYER—PLEASE NOTE THAT THIS PLACEMENT WILL BE IN ADDITION TO ANY PLACEMENTS**
YOU HAVE ALREADY OFFERED TO CENTRAL BERKSHIRE EDUCATION BUSINESS PARTNERSHIP**

I understand that this placement will not be definite until it is confirmed by the Central Berkshire Education Business Partnership, and Insurance/Health & Safety checks have been undertaken, and all relevant paperwork received.

Student Signature: _____ Date: ____/____/____

Parent/Carer Signature: _____ Date: ____/____/____



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PLEASE RETURN THIS FORM TO YOUR TUTOR BY 29 JANUARY 2010