

Key Stage 4



A Parent, Carer Guide to Year 10 Work Experience 16th-20th May 2022



DRONFIELD HENRY FANSHAWE SCHOOL

Established 1579

Year 10 Work Experience

This booklet explains the school's plans regarding work experience for Year 10 students commencing 16th - 20th May 2022, COVID-19 restrictions permitting.

Work Experience should be seen as an important part of the curriculum for all the students. Placement length will be for one week.

It should not be looked at as training for a particular occupation or the first step of sampling a chosen career. It should be viewed as an integral part of the process of preparing young people for the world of work. This involves detailed preparation and involves the socialisation of students into an entirely different environment to that of the school.

It should be an interesting and stimulating period that enables the students to gain an insight into employment. Work Experience is therefore of increasing importance as the employment world is forever changing. In addition, academic and vocational education should now complement each other to support the development of a flexible and adaptive workforce.

In preparation for work experience we are asking you to discuss with your child which occupational area they may wish to undertake their work experience placement in. They must complete the initial application form which needs to be returned to Mrs Broomhead by Deadline 1.

Mrs Broomhead will then look to see if any placement suggestions can be made. Some placements may require a student interview.

We actively encourage students to arrange their own work experience placement; this is a practice which helps to build their job seeking skills. Although the necessary legal and health and safety paperwork remains the same on our part, by setting up their own placement the student can gain many useful skills. If this is the case your child needs to have the employer complete the 'Arranging your own placement form' and return it to Mrs Broomhead by deadline 2, to process. Mrs Broomhead is based in lower A Block.

Deadline 1: Initial Application Form - Monday 27th September 4pm.

Deadline 2: Placement details are agreed by Friday 17th December 2021, 12.30pm.



Why should my child complete Work Experience?

For many students, Work Experience is the first time that they work in an employment environment outside of school. The learning opportunities are enormous; experiencing meeting new people and scenarios in a different environment to what you are used to. You are likely to be at work for longer hours, and have less break and lunchtime. This is normal for employment.

Every year, students return to school from their placements and seem more mature and confident. Also, they know what they have to achieve at school to get to where they want to be as a career. Each year several students are also offered apprenticeships ready to start after Year 11, simply because they have shown how hard they can work! Think about the benefits of having a positive report in your Curriculum Vitae from an existing employer!

So what kind of work can my child do? Just about anything, but there are some legal restrictions due to your age. One example of this would be that your child cannot work above two meters high. Please check with Mrs Broomhead if you have any concerns.

So what happens to get the ball rolling?

1, By Deadline 1, complete and hand in the Initial Application Form.

2, By Deadline 2, placement details are to be finalised and agreed with the school. If you are arranging your own placement, then the appropriate form form this must also be submitted by this date.

Deadline 1: Monday 27th September 2021, 4pm. Hand in or email to Mrs Broomhead

Deadline 2: Friday 17th December 2021, 12.30pm. Hand in or email to Mrs Broomhead

Contact:

Mrs L. Broomhead
Work Experience Office - Lower A Block
lbroomhead@dhfs.uk



What does my child need to do?

Remember that this is your child's Work Experience placement, and the best placements are arranged by students who really take ownership of the process.

The placement must be approved and agreed with the school via the Derbyshire County Council Health & Safety systems.

There are staff in school who your child can see regularly in order to arrange your placement:

1, Mrs Broomhead - Work Related Learning and Events Coordinator. Office based in lower A Block

2, Mr Pickles Assistant Headteacher - Henry's Diner at lunchtime on most days.

In order to meet Deadline 2, students should liaise continually with the Work Experience teachers to arrange their placement with them. This is their responsibility as they are developing "Job Seeking" skills without realising.

We have many local placements on our databases in many diverse employment areas. However, we are always keen to add new organisations to our list of placements. If you have a contact with an organisation which would be willing to support our work experience programme, please contact Mrs Broomhead for more information, and use the "Arranging up your own placement" form.

Please note that placements that are out of the Derbyshire or Sheffield boundary cannot be guaranteed as the Health and Safety process is not controlled by Derbyshire County Council. In addition, they may incur extra costs which are payable by the student's Parent/Carer.

Not only is your child's educational and career development important to us, so is their health and safety. When we arrange a placement, the Local Education Authority have a strict policy that insists that they are given the placement information no later than fifteen weeks before the placement starts. This is why Deadline 2 is set at the end of Term 2, 2021-2022.



Arranging your own placement

We have a large number of work experience placements that we can access via the Derbyshire County Council database. These are chosen by the school in order to fit student occupation requests and educational needs.

At Dronfield Henry Fanshawe School, we pride ourselves that we strive to offer every student a placement that is linked to their career pathway.

To supplement this, many students have contacts with friends, relatives or neighbours that may allow them to access a work experience placement that would not ordinarily be available. In addition, we actively encourage students to organise their own work experience placement, as for many it is the first real “Job seeking” activity that they have undertaken.

Within school, we will complete all of the necessary health and safety paperwork for the students, which includes arranging health and safety visits by the County Council.

If your child wishes to organise their own placement, then please encourage them to do this. However, please note that the following requirements must be met by the placement:

- 1, Valid Employer Liability Insurance (ELI) must be in place that covers the dates of the placement.
- 2, Activities must not include age restricted roles, eg working above 2 metres.
- 3, The placement must be able to accomodate a Health and Safety visit via the County Council.

Please see the seperate “Arranging up your own placement” form if you wish to arrange your own work experience placement.



What does my child need to do?

Therefore, our **final deadline for placements to be set up is** Deadline 2, Friday 17th December 2021.

Please remember that many placements commit themselves to students from other schools, the earlier the better is the key to gaining a placement in exactly the type of career which your child wants to experience. Please contact us if you need any further information.

If this means that you are setting up your own placement, then you need to complete the “Arranging your own placement form” as soon as possible, and before Deadline 2.

Student name: _____	Mentor group: _____
Placement details:	
Placement name: _____	
Placement address: _____	
and Postcode: _____	
Employer contact name: _____	
Telephone number: _____	
Mobile telephone number: _____	
Occupation title/ Job role: _____	
Department where your placement will be based: _____	
Email address: _____	
Placement declaration:	
I confirm that I am aware that the information on this form will be stored on computerised systems at the LEA and at Careers Offices, which are subject to The General Data Protection Regulation (GDPR).	
I understand that the confirmation of a work experience placement is subject to Health & Safety procedures via the County Council, including valid Employer Liability Insurance.	
Signed (Placement): _____	 DRONFIELD HENRY FANSHAWE SCHOOL <i>Established 1579</i> Green Lane Dronfield Derbyshire S18 2FZ
Date: _____	
Contact:	
Mrs L. Broomhead 01246 412372 lbroomhead@dhfs.uk	
	www.dronfield.derbyshire.sch.uk @DHFSupdate @DHFS_careers

This is what the “Arranging your own placement form” looks like.



Your Application Forms

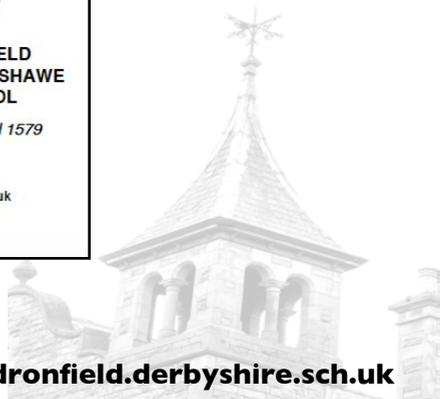
This is what your child's Initial Application Form looks like.

Please remember to complete it by Deadline 1.

Deadline 1: Monday 27th September 2021, 4pm, to Mrs Broomhead.

Many students complete the application form by the deadline. This allows them to work with Mrs Broomhead quickly in order to match up the best placement for them.

Student name:	<input type="text"/>	Mentor group:	<input type="text"/>
Please explain the type of placement occupation that you would like?			
1st choice:	I would like to arrange my own placement please (Tick here - please complete the separate form)		
2nd choice:	<input type="checkbox"/>		
3rd choice:			
GCSE option subjects being studied in year 10:			
<input type="text"/>			
Hobbies, teams and interests outside of school:			
<input type="text"/>			
Student declaration:			
I confirm that I am aware that the information on this form will be stored on computerised systems at the LEA and at Careers Offices, which are subject to The General Data Protection Regulation (GDPR).			
I understand that the confirmation of a work experience placement is subject to Health & Safety procedures via the County Council, including valid Employer Liability Insurance.			
Signed (Student):		 DRONFIELD HENRY FANSHAWE SCHOOL Established 1579	
Signed (Parent/Carer):			
			
Mrs L. Broomhead 01246 412372 lbroomhead@dhfs.uk		www.dronfield.derbyshire.sch.uk  @DHFSupdate @DHFS_careers	



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