

# Shuttleworth College

## Work Experience

### Monday 17 - Friday 21 May 2027

## Parent/Carer Guide

This is an exciting opportunity and will enable all of our Year 10 pupils to have a meaningful experience of the world of work. Furthermore, particularly in the current economic environment, employers place a high value on relevant work experience and an opportunity to demonstrate good employability skills.

### Key dates

- Wednesday 30 September: Work Experience Launch
- Wednesday 4 November: deadline for medical forms
- Tuesday 15 December: deadline for self-placement forms
- April 2027: Placement agreement forms issued
- April 2027: Interviews take place, placement agreement forms signed by all parties
- Tues 4 May 2027: deadline for placement agreement forms
- Monday 17 May 2027: work experience begins
- Monday 24 May 2027: students and work experience log books return to Shuttleworth College

**If you have any questions, please contact:**

**Mrs Ackroyd**

**Careers Leader**

Shuttleworth College

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Work experience is when pupils spend time in an adult working environment carrying out tasks and duties more or less as an employee. The placement may not necessarily reflect the eventual career choice of the pupil but should allow a broad experience of the workplace and an opportunity to develop skills for the future.

### **The Benefits of Work Experience**

Work experience helps pupils to:

- Understand the world of work
- Improve and appreciate their skills and talents
- Gain confidence
- Accept the importance of school work and achieving good qualifications
- Gain knowledge of particular jobs or careers

### **Education Business Partnership North West (EBP NW)**

We will be working alongside EBP NW and they will support the work experience process. They will also complete the health and safety checks and will supply all pupils with a job description prior to their work experience taking place. EBP NW provide the work experience portal which will be used for all documentation relevant to your child's placement – links to each form will be sent to your child's school email address.

### **Medical Information**

Your child will be asked to provide information on any relevant medical conditions that may affect the choice of placement or that the placement provider should be aware of.

***The medical form must be completed no later than Wednesday 4 November 2026.***

### **Finding a Placement**

Where possible, we expect all students to find their own work experience placement. Students have received their own guide to work experience, encouraging them to write letters, send emails and phone prospective employers.

Once they have received an offer, they will need to complete the ***self-placement form***:

- If this is done in the presence of the employer then all sections can be completed together on the same device
- If this form is not completed in the presence of the employer, then an accurate email address must be provided and the form will be forwarded for the employer to complete.
- A copy of the Employers Liability Insurance will also be requested for uploading

***All of this information must be returned to school no later than Tuesday 15 December 2026.***

This then allows time for EBP NW to arrange the health and safety visits.

Parents/carers can help their child by:

- Discussing types of placement that would be of interest
- Going through the Student Guide thoroughly with your child
- Supporting them to enquire with employers (via letter, email or phone call)
- Supporting interview preparation
- Practising key skills such as making a phone call, planning a new bus journey etc
- Ensuring your child accesses their school email address regularly
- Ensuring all three information forms are returned promptly and by the deadline (key dates are on page 1 and page 2)

Any pupil that is unable to self-place will select six job placements from a database of selected companies by EBP NW. They are not guaranteed their first choice and could be allocated any of the six selections they make. More details of this will follow if required. Please assist your child in arranging a self-placement.

### **Things to consider when arranging a work experience placement**

- We discourage pupils from working with their parents or relatives, as a major part of the experience is for the pupils to work with people that they have not worked with before in a new environment.
- We cannot accept placements where your child would be working on a one-to-one basis.
- Some placements require protective clothing, which are not always provided by the employer.
- It is a good idea to research transport links before deciding on a placement.

### **Health and Safety**

All employers providing work experience placements must be approved with a health and safety check (by EBP NW) to ensure that employers have the necessary insurance to cover pupils and that appropriate health and safety arrangements are in place.

Once the employer has been approved, we will then issue your child with a copy of their job description and the **placement agreement form**. This will contain all of the following information:

- Name and address of placement provider
- Contact name and telephone number/email
- Dates and hours of work
- Brief details of the tasks and learning objectives
- Other special requirements e.g. PPE, dress code, vaccinations etc.

Students must arrange an interview with the employer to go through the placement agreement form. **The Placement Agreement Form must be signed by the parent/carer, student and the employer by Tuesday 4 May 2027.** Once complete this MUST be returned to school before work experience can take place.

## During the Placement

Work experience can be a challenge. Parents/carers can help by:

- Checking the placement is going well
- Encouraging a mature response to any difficulties
- Encouraging your child to persevere even if the placement is not what they expected
- Letting school know if there is a problem or concern
- Informing **both** school and the employer if your child is sick
- Encouraging the completion of the work experience log book

## After the Placement

Many students find work experience is a key influence in developing their self-esteem and enjoy the time spent in an adult environment. Students will get a chance to discuss their experiences with their tutors but as a parent you can also talk over what your child has gained from the experience and relate it to your own experience of work.

## General Information

- Hours of Work will usually be the hours worked by young employees of the organisation and will normally be longer than school hours. The hours worked by pupils will vary according to their placement.
- Parents must assume their normal responsibilities for their child's safety and associated costs when travelling to and from a work placement. If you have any concerns regarding this then please speak to Mrs Ackroyd.
- Work experience is part of the school curriculum and therefore pupils are not paid. A few employers may give expenses for lunch or travel, but as employers offer placements free of charge, expenses **must not** be expected.
- Reporting Accidents - Placement providers are required to report any accident or incident involving a pupil to school. If you have any concerns with regard to accidents, please contact the Mrs Ackroyd in school.
- Pupils are expected to hold in confidence any information about the employing organisation that they may obtain during work experience.

## Useful Websites

|                          |                                                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Barclays Life Skills     | Learn about money, wellbeing and employability<br><a href="https://barclayslifeskills.com/educators/support/remote-learning/">https://barclayslifeskills.com/educators/support/remote-learning/</a> |
| BBC Bitesize Careers     | Search by subject or job to find out about different careers.<br><a href="https://www.bbc.co.uk/bitesize/careers">https://www.bbc.co.uk/bitesize/careers</a>                                        |
| Career Pilot             | Career Planning and information <a href="https://careerpilot.org.uk/">https://careerpilot.org.uk/</a>                                                                                               |
| iCould                   | Videos and case studies of different jobs and sectors. <a href="https://icould.com/">https://icould.com/</a>                                                                                        |
| National Careers Service | Explore thousands of jobs and find out about typical hours, pay and progression.<br><a href="https://nationalcareers.service.gov.uk/">https://nationalcareers.service.gov.uk/</a>                   |
| UCAS career list         | <a href="https://www.ucas.com/explore/career-list">https://www.ucas.com/explore/career-list</a>                                                                                                     |