

November 2017

Dear Parent/Carer

Year 12 Work Experience 2 - 6 July 2018 – A Work Placement arranged by the student

We are pleased to confirm that a Work Experience Programme for all Year 12 Students has been arranged for July 2017.

In collaboration with Aspire-igen (a career development organisation) and NYBEP (North Yorkshire Business Enterprise Partnership), Rossett School has secured funding to run the Future Jobs Programme. This provides students with an insight into the working world, develops their employability skills and boosts their confidence. A series of 1:1 careers appointments along with a Careers Event in March will prepare students to meet employer expectations whilst they're on their Work Placement.

Students have a choice of finding their own placement, or having one arranged for them. ***Your son/daughter has indicated that they will research, find and arrange their own Work Placement.*** As such, we ask for your support in ensuring that the attached Work Experience Agreement form is fully completed, so that your son/daughter is happy with their placement choice and has the best possible experience.

The enclosed Self-Secured Work Experience Agreement Form must be returned to Mrs Guinness by Friday 26 January 2018, after which, the following process will take place:

1. Students **must** contact their employer as detailed on their Work Experience Agreement Form as soon as possible, arrange a time to meet with them, and discuss the placement whilst securing their employer's signature – **This form must be signed by the student, parent/carers and the employer, otherwise the placement cannot go ahead.**
- 2.
3. Students are required to pass on details of their National Insurance Number which will be stored confidentially. This number is evidence of their right to work and study in the UK and is crucial for evidencing eligibility and funding for the programme.
4. Students initiate and are expected to maintain contact with their employer approximately 4 weeks before the placement start date to confirm that everything is in place.
5. Students attend their placement and complete a Work Experience Booklet; the completion and return of their booklet is key to making sure that the sponsors of this programme cover the costs for this placement to take place.

We hope that all students have a very enjoyable and informative experience. Students in Year 12 in 2016-17 reported having benefitted greatly from this opportunity, with some forming relationships which have resulted in references and job part-time job offers.

Yours sincerely

Mr B Foley

Director of Sixth Form

Learner details

Full name			Date of Birth	
School			Postcode	
Gender			Tutor Group	
Telephone number		Emergency phone number		
Health / Other Info Details of any medical condition or relevant information.				

Employer details

Company name				
Supervisor name				
Address			Postcode	
Telephone number		Email		

Work experience details

Job title					Risk band		
Job description							
Start date			End date				
Days of attendance (Insert times below for planned attendance)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
Finish time							
Additional information PPE, Transport etc.							

As a representative of the employer I agree to the named student working on my premises in accordance with the terms and conditions outlined below. I will arrange for my Employers Liability insurance to cover against accident or injury caused to the student by negligence of the employer or another employee and will accept or insure myself against liability for loss, damage or injury caused by the student in the same way as paid employees.

Employers - Public Liability Insurance Details

Insurance Company	Policy Number	Expiry Date

Terms & Conditions

It is agreed that:

NYBEP on behalf of the Aspire - igen Group Ltd will

1. Provide the learner with a work experience timetable as agreed with the placement provider for the length of their work placement.
2. Contact the work experience provider once a week for training and attendance updates.

The learner will

1. Attend all timetabled sessions at the work experience. Where the learner is unable to attend they must notify the work experience provider by 10am on the day they are due to attend.
2. Adhere to the work experience provider's Health & Safety and Equal Opportunities policy.
3. Follow all work experience policies and procedures at all times.
4. Maintain confidentiality by not discussing any aspect of their work experience provider on social networking sites or with people outside of the work experience provider other than with appropriate Aspire-igen Group / NYBEP staff. The learner understands that if they do discuss activities and observations which they have carried out that they **MUST** not disclose the names of staff or clients.
5. Will **not** use their mobile phone whilst working at the work experience provider.
6. Agree to complete their work experience workbook at home/college and submit this to their tutor as requested.
7. Ensure that the employer completes the final page of their work experience booklet including employers feedback, signature and the date.

The Employer will

1. Provide an induction to the participant which must include general health and safety procedures and any specific risks associated with the participant's position.
2. Notify the school/NYBEP if the participant fails to attend the work experience without explanation or justification.
3. Allow access to the workplace, by The Aspire-igen Group staff, partner organisation staff or other relevant parties, as appropriate and will also participate in reviews of participant progress where ever possible.
4. Ensure that all Health & Safety rules and regulations are maintained at all times, and that the Employer's Liability and Public liability documentation must be current and on display.
5. Be registered with the local Environmental Health Authority and display a "Health and Safety at work" poster.
6. Report any accident/incident involving the participant in the workplace to The Aspire-igen Group or partner organisation.
7. Adhere to their duty of care to the client on the work experience placement, particularly in respect of child protection.
8. Agree suitable breaks before the start of the work experience and these must be adhered too.
9. Notify NYBEP Ltd if they wish to terminate the work experience.
10. If the work experience provider should have any compliments or complaints they would like to make, relevant to the work experience, they should contact the undersigned in the first instance.

The parent/carer will

1. Confirm that the parent/carer has read the placement details and they are willing for the participant to undertake in work experience with the employer as per the agreement.
2. Confirm the participant is medically fit to undertake the placement.
3. Confirm that if the participant leaves the employer's premises during lunch break periods, no liability can be accepted by the employer or the school for any incident that may occur.

Signed on behalf of the Employer:

Name _____ Signed _____ Date _____

Signed by the Learner:

Name _____ Signed _____ Date _____

Signed by the Parent/Carer:

Name _____ Signed _____ Date _____

Signed on behalf of NYBEP

Name _____ Signed _____ Date _____

Contact number 01904 567616

Email address info@nybep.org.uk

IMPORTANT: Data Protection Statement
NYBEP will only pass on relevant information that is key to ensuring a successful and quality experience and do everything reasonable to protect health, welfare and safety of participants. All information will be kept to a minimum and will be handled in compliance with the relevant Data Protection legislation.