



# **Enrichment Week 2019**

**Monday, 1 July – Friday, 5 July**

## **Year 10 Work Experience Booklet**



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## **What is Enrichment Week?**

While a large proportion of Ivybridge Community College students' time is spent on ensuring their academic success, we also believe in helping students develop their characters; find out more about their interests and passions; and invest in their social, moral and cultural life-skills.

The activities the College offers in Enrichment Week, including sports, arts, music, and community development and work experience, are perfectly placed to support this. They can help improve ICC students' future employability, boost self-confidence, develop leadership skills, instil self-motivation, overcome fears and help them succeed in society. They are also a fantastic way to increase students' enjoyment of College life, creating an inclusive spirit and helping build life-long memories and friendships.

## **What happens?**

During Enrichment Week the normal College timetable is collapsed and students are offered a range of alternative learning experiences and activities outside of the usual curriculum. Activities across the Year Groups range from work experience, creative writing workshops, football sessions, cinema trips and caving to surfing, cheerleading, dance trips to London, and outdoor educational trips to the Ardeche.

## **When is it?**

Monday 1 July to Friday 5 July, 2019

## **Overview of the Week for Year 10 Students**

The focus of Enrichment Week for Year 10 students is helping them to develop an insight into their future careers. We therefore encourage our Year 10 students to identify, secure and complete a Work Experience placement.

Work Experience provides ICC students with an insight into the working world, teaches them more about what to expect of life after College, and provides a valuable addition to their CV. For some, it will also provide an exciting opportunity to gain an insight into a specific career in which they are interested. A work placement is an opportunity to spend a period of time outside the classroom, learning about a particular job or area of work.

Students will also get the chance to develop and show evidence of vital skills such as self-confidence, communication, independence and a variety of other skills, depending on what kind of placement they do.

## Year 10 Enrichment Week in Detail

In conjunction with **Careers SW Enterprise** students can access vocational experiences via a choice of six different packages including work experience, coaching courses, careers advice and speakers from different professions.

Students must select **ONE** of the following packages, which they will be required to follow during Enrichment Week.

Week of Work Experience	
<b>Package 1</b>	<ul style="list-style-type: none"> <li>1 week of Work Experience organised by a parent/carer</li> <li>Students must obtain parental consent confirming the week's absence from College and agreement for the student to attend Work Experience</li> <li>Return reply slip with consent to be handed to Tutors</li> </ul>

Three Days' Careers Workshops in College & Two Days' Work Experience					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Package 2</b>	Careers Workshop in College	Careers Workshop in College	1 day Qualification at College <small>(e.g. First Aid/Food Hygiene)</small>	Work Experience	Work Experience
<b>Please note:</b> Students who select Package 2 will be provided with a timetable nearer to Enrichment Week informing them of the itinerary for the careers workshops and qualification in College. The Work Experience is organised by parent/carer.					

Rewards Trip & Work Experience					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Package 3</b>	Alton Towers Rewards Trip	Alton Towers Rewards Trip	Work Experience	Work Experience	Work Experience
<b>Please note:</b> Package 3 is for 20 students who have been selected to attend the rewards trip based on effort grades and selection by the Head of Year. The selected students will be asked to invite a friend for the trip. Work Experience must be organised by a parent/carer.					

Level 1 Sports Leadership Qualification	
<b>Package 4</b>	<p>Students have the opportunity to gain a Sports Leaders Qualification. The cost will be between £50 - £80. It is a 5-day course. The final price will be confirmed once numbers are booked in for the course.</p> <p><b>Objective:</b> SL1 is a nationally recognised qualification that enables successful learners to assist in leading purposeful and enjoyable sport/physical activity, under direct supervision.</p> <p><b>Key Content:</b> Leadership skills including organisation, planning, communication and teamwork through the medium of sport.</p> <p>All students who select this package will receive a letter and timetable confirming the details, final cost and itinerary for the Enrichment Week nearer to the time.</p>

Three Days' Careers Workshops & Two Days' Work Experience at ICC					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Package 5</b>	Careers Workshop in College	Careers Workshop in College	1 day Qualification at College <small>(e.g. First Aid/Food Hygiene)</small>	Work Experience In College	Work Experience In College
<b>Please note:</b> Package 5 is for students who are unable to organise external Work Experience with parent/carer. Students will complete Work Experience at ICC. Additional information will be provided for all students who have signed up for this package. <b>WE to include:</b> Assisting teachers and students, caretakers, kitchen staff, administration & cleaners.					

Dance Work Experience					
Package 6	Monday	Tuesday	Wednesday	Thursday	Friday
	London West End Experience	London West End Experience	London West End Experience	Leadership Day of Dance	Professional Dance Workshop
<p><b>Please note:</b> The week will include two 2-night stays in a hotel, 2 West End Shows, evening meals (2 course &amp; soft drink at Rainforest Café and Planet Hollywood), Flight on the London Eye, West End Workshop and a Rambert Dance Workshop in London. On return to Ivybridge, students will deliver a Dance Workshop to Year 7 and 8 students and take part in a final day of dance workshops with a professional dance company. The cost will be <b>£320</b>. Detailed letters will be available for students wanting to sign up to Package 6.</p>					

### What do you do next?

1. All students must select a package to follow from the tables above
2. Parent/carer must organise Work Experience for their son/daughter
3. Parent/carer must consent to the Work Experience and take full responsibility for their son/daughter in the chosen work place
4. Complete the reply form and parental consent to undertake Work Experience and return the form to their Tutor
5. Use ParentPay to sign up to and pay for the chosen package
6. ParentPay will be open for registration for parents from **Monday, 14 January**
7. ParentPay will create the registers of names for Enrichment Week, so it is **essential** that all parents sign up to the required package for their son/daughter
8. Read the How to Sign Up and Payment Details section

### How to Sign Up and Payment Details

ICC is working in conjunction with **Careers SW Enterprise** to complete the administration for Year 10 Work Experience. As a result, Careers SW will contact the employers of all Year 10 Work Experience students to request a copy of documents including their '**Employers Liability Insurance**' and '**Public Liability Insurance**'. Students will only be allowed to undertake Work Experience if these documents are in place.

These documents are necessary as they enable the College to verify all employers' insurances and will cover a Work Experience placement of 2-5 days (depending on your particular arrangements for your child). This process safeguards students as it ensures they have a safe working environment. Students will be required to pay a contribution of **£20** towards the cost of commissioning Careers SW to carry out these checks (regardless of 2 or 5 days' work experience).

Students who select package 4, 5 & 6 **do not** need to pay the contribution of £20 towards their week. Therefore, Package 1, 2 & 3 **are required** to pay the contribution of £20.

#### Payment Details:

Sign Up and Payment must be made using ParentPay. Please go to [www.parentpay.com](http://www.parentpay.com) and log in to activate your account and use the user name and password sent to you by the College (ParentPay will be open for registration for parents from **Monday, 14 January**):

1. Select a Work Experience package on ParentPay (to create a register)
2. Pay the contribution of £20 towards CSW (Package 1,2,3 only)
3. Once your payment has been processed you will be given a reference number. Please put this on the reply slip attached so we know your payment has been processed

4. Return the reply slip and CSW documentation to your son/daughter's **Tutor** by **Monday, 4 March**
5. **If we receive a placement request after the deadline date, that requires a Duty of Care check this will incur a further charge of £20 per student per placement as stated on the terms and conditions of your Confirmation of Booking Form**
6. Once ParentPay is completed and packages are signed up for, a register will be generated for staff
7. If you would like further information regarding ParentPay or you encounter any complications please do not hesitate to contact Jamie Vincent, Finance Officer.

#### **Financial Assistance**

If you are currently in receipt of free school meals or pupil premium then we are able to offer you financial assistance. Please email [enrichmentweek@ivybridge.devon.sch.uk](mailto:enrichmentweek@ivybridge.devon.sch.uk) if you require financial assistance.

**Please note** that all of the payments are non-refundable. Should you withdraw from the packages at any point, **no refunds will be made.**

#### **Questions or Emergency Contact**

Please ensure your child speaks to their Tutor to discuss any questions or concerns regarding Enrichment Week.

If there is an **emergency** or you have any **questions** regarding Enrichment Week please contact:

#### **Mrs Helen Reddy & Mrs Amy Pearce**

**Email:** [enrichmentweek@ivybridge.devon.sch.uk](mailto:enrichmentweek@ivybridge.devon.sch.uk)

**College Phone:** 07825160343 (Text is preferred - for emergencies during Enrichment Week - Monday 1 July to Friday 5 July)

#### **Mr Jarrad Waldron**

**Head of Year 10**

**Email:** [jwaldron@ivybridge.devon.sch.uk](mailto:jwaldron@ivybridge.devon.sch.uk)

I hope your son/daughter enjoys Enrichment Week.

Yours faithfully

**Helen Reddy**

## Year 10 Return Slip

(Please return to your Tutor by **Monday, 4 March**)

Year 10 Enrichment Week Programme Monday, 1 July to Friday, 5 July 2019			
Name of Student:			
Tutor Group:			
Chosen Package: (Please tick the appropriate box)	Package	Enrichment Details	Please Tick
	1	Week of Work Experience	<input type="checkbox"/>
	2	Three Days' Careers Workshops in College & Two Days' Work Experience	<input type="checkbox"/>
	3	Rewards Trip & Work Experience	<input type="checkbox"/>
	4	Level 1 Sports Leadership Qualification	<input type="checkbox"/>
	5	Three Days' Careers Workshops & Two Days' Work Experience at ICC	<input type="checkbox"/>
	6	Dance Work Experience	<input type="checkbox"/>
<p>I (Name of Parent):..... give permission for my son/daughter to complete his/her Work Experience week during the week of Monday, 1 July to Friday, 5 July and take full responsibility for their Work Experience.</p> <p>I understand that no payment in respect of work done may be made, although employers may offer assistance with lunch and fares if they so wish.</p> <p>I know of no medical reason why.....(name of student) should not take part in Work Experience.</p>			
Signed by Parent:			
Print Name:			
Dated:			



## WORK EXPERIENCE AGREEMENT FORM

### STUDENT DETAILS

Name: \_\_\_\_\_ Group: \_\_\_\_\_  
School: \_\_\_\_\_ Placement Period: \_\_\_\_\_

### EMPLOYER DETAILS

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile/Direct Line: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_  
Employer Tel: \_\_\_\_\_  
Town: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Placement Job Title: \_\_\_\_\_  
Brief description of work experience tasks (please continue on a separate sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In order for a company to take a student on work experience they **must hold** Employers Liability Insurance (ELI) and Public Liability Insurance (PLI). You may be required to provide a copy of the ELI certificate.

Insurance Company: \_\_\_\_\_  
ELI Policy No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### STUDENT

As the student named above I agree to:

- Attend this work experience placement and understand that any information obtained about the employer's business is held in confidence and will not be disclosed without the Employer's permission.
- Adhere to all safety, security and requirements identified by the Employer's representatives or by displayed instructions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN**

As parent/guardian of the above named student, I confirm I have read and understood this form and any accompanying documents.

I agree to his/her attending this placement and confirm that: (\* Please delete as appropriate)

He/she **does not** suffer from any medical conditions.

\* He/she **does** suffer from a medical condition which will be shared with the employer, details provided.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER**

As representative of the employer I agree to the student named above working on my premises in accordance with the Letter of Understanding. We agree to abide by all relevant/current legislation including Health and Safety, Data Protection Act, Sex Discrimination, Race Relations, Disability and the Children's Act. We will ensure that our Employer's Liability Insurance will be in place to cover the student and will accept or insure against liability for loss, damage or injury caused by the student, in the same way as for paid employees. I understand that all the information provided will be shared in pursuit of educational activities and services and held in accordance with the current Data Protection Act and General Data Protection Regulations (GDPR).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_  
\_\_\_\_\_

This work experience is co-ordinated by CSW Enterprise on behalf of local schools and colleges in line with the national curriculum objectives to help young people gain skills for life. (CSW Enterprise is part of CSW Group Ltd).

**This form must be signed and returned to the school before the work experience begins.**

## LETTER OF UNDERSTANDING

Between CSW Enterprise and the Employer providing Education Business Link Activities

### OPPORTUNITY

1. The learner will carry out meaningful work, as described in the job description discussed. We will ensure that the work will be planned by a responsible person and the learner will receive appropriate induction, instructions and supervision during the period of the work experience.
2. Pre 16 and Post 16 students attached to a school's work experience programme will not receive any payment for this work, in accordance with the current Education Act.
3. Young Workers Directive limits time to 8 hours a day and max 40 per week, normally these can be between 6am–10pm. CSW Enterprise advises that specific arrangements between the school, parents and employer should be in place for placements that occur outside of 8am-8pm or at weekends. This is particularly important for learners under the age of 16.

### HEALTH, SAFETY, WELFARE AND SECURITY

4. We recognise that a learner on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. We will ensure that the learner does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use.
5. We recognise the need for risk assessments to be carried out for learner before the placement, and that these are communicated to the parent/guardian. Where the significant risks have been recorded on the job description we would expect the Educational Establishment to pass this information onto the learner/Parent/Guardian. We also agree to undertake, monitor and modify risk assessments for the placement to take account of an individual student's capabilities and any changes to working practices.
6. We will expect the learner/parent/guardian/Educational Establishment to inform us of any medical or other condition so that we can adjust our risk assessments and/or tasks accordingly.
7. In case of absence, accident or sickness we will immediately notify the learner's educational establishment. The learner will have access to welfare and other staff facilities including first aid.

### SAFEGUARDING

8. We accept and understand the duty of care in respect of safeguarding of young people and will consider the suitability of staff who works with them. We will disclose staff, where known, who are disqualified from working with children, where appropriate, in accordance with The Criminal Justice and Court Services Act 2000 and Protection of Children Act 1999.

### INSURANCE

9. We maintain Employers and Public Liability Insurance policies, as required to indemnify our business. We will ensure that these policies are current, in place for any period during which we have learners on placement and that this will cover the learner. We will (as for any paid employee) accept or insure ourselves against the loss, damage or injury caused by the learner whilst a work experience employee of the company.

### DATA PROTECTION

10. We will safeguard all learner details and keep them confidential in accordance with the current Data Protection Act and in compliance with the General Data Protection Regulations (GDPR and relevant UK registration).
11. The learner will be reminded by the Educational Establishment that they must not disclose any information confidential to the Employer without the employers' approval.

### STATUTORY OBLIGATIONS

12. The employer agrees to observe all relevant/current legislation, in particular relating to Health & Safety, and legislation in respect sex discrimination, race relations, disability and the Children Act.

CSW Group will hold all company and individuals details, for the pursuit of educational activities and services, in accordance with the current Data Protection Act. If you wish your details to be removed please email [workexperience@cswgroup.co.uk](mailto:workexperience@cswgroup.co.uk)



## Work Experience Health Declaration Form

Name of Student		Tutor Group	
School			
Placement period			

<p>The employer will need to be aware of any medical conditions that the above named student has so they can review and adjust their risk assessments accordingly, to ensure their safety.</p>		
	<b>Yes</b>	<b>No</b>
<p>Does the above named student have any medical conditions that the employer should be aware of?</p> <p>If yes please give details</p>		
<p><b>Physical disabilities</b></p> <p>If yes please give details:</p>		
<p><b>Allergies, e.g. nuts, penicillin</b></p> <p>If yes please give details:</p>		
<p><b>Skin conditions e.g. eczema</b></p> <p>If yes please give details:</p>		
<p><b>Asthmas or any other chest complaints</b></p> <p>If yes please give details:</p>		
<p><b>Hearing / Visual impairments</b></p> <p>If yes please give details:</p>		
<p><b>Heart conditions that affects their ability to do physical tasks</b></p> <p>If yes please give details:</p>		

<b>Diabetes / Epilepsy</b>		
If yes please give details:		
<b>Medication</b>		
If yes please give details:		
<b>Please give details of any other issues that should be considered (including emotional &amp; behavioural)</b>		
<i>(please continue overleaf if required)</i>		

### Parent/Guardian

This information will be shared with the employer who is offering the work experience placement to the above student.

Signed		Date	
Name <i>(please print)</i>			

### Employer

I have read and acknowledge the health information above and can confirm that I will take this into account when reviewing the risks associated with this placement and adapt if necessary.

Signed		Date	
Name <i>(please print)</i>		Position	
Company Name			