



# Ivybridge Community College



## Work Experience Booklet

Enrichment Week 2020

Year 10





## Year 10 Enrichment Week 2020

Ivybridge Community College will once again be hosting its very own Enrichment Week for Years 7 to 10 for 2020.

### 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 offered in Enrichment Week help improve our 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. The week provides students with the opportunity to see and experience places and attractions both in the United Kingdom and abroad.

### When is it?

Monday, 29 June to Friday, 3 July 2020

### 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 Ivybridge Community College 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 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.

### Step 1 – Selecting a Package

Students must select **ONE** of the following packages, which they will be required to follow during Enrichment Week. Students need to think about what they want to achieve during Work Experience Week, and what placement would enable them to achieve this.

Week of Work Experience	
<b>Package 1</b>	<ul style="list-style-type: none"> <li>• One 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> <li>• All slips must be returned with the Work Experience Agreement Form and Health Declaration Form</li> </ul>
<b>Cost:</b>	<b>£38.00 per student - Placements outside the South West - by Monday, 24 February 2020</b> <b>£20.00 per student - Placements in the South West - by Monday, 23 March 2020</b>

Level 1 Sports Leadership Qualification	
<b>Package 2</b>	<p>Students have the opportunity to gain a Sports Leaders Qualification.</p> <p>The Sports Leadership qualification is a nationally recognised qualification that enables successful learners to assist in leading purposeful and enjoyable sport/physical activity, under direct supervision.</p> <p>Year 10 students will develop leadership skills including organisation, planning, communication and teamwork through the medium of sport. Students will be assessed during the course by practical observations and questioning of underpinning knowledge via worksheets. Students will also produce and complete lessons plans and evaluations.</p> <p>The five-day course will be a combination of practical and theory. Students will require their pencil case, drink and snacks for the day. Students will break at normal times for breaktime and lunchtime. All students attending this package will be required to wear sports clothing for the week to include shorts (weather dependent). All students who select this package will receive a timetable confirming the details and itinerary for the Enrichment Week nearer to the time.</p> <p><b>Payment Plan</b> To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:</p> <p style="text-align: center;">By Monday, 6 January 2020      <b>£50.00 Initial Deposit</b>  By Monday, 3 February 2020      <b>£20.00 Payment 1</b></p>
<b>Venue:</b>	Ivybridge Community College, meet in G0.01
<b>Places:</b>	40 places available
<b>Cost:</b>	<b>£70.00 per student</b>



## Football Refereeing Course and Football Training with Plymouth Argyle

The College would like to provide students with the opportunity to attend a Football Association Referee course that is taking place during Enrichment Week. The FA Referees Course is designed for anyone aged 14 and up who wants to join the tens of thousands of referees who operate week in week out on local parks, throughout the English football pyramid, up to those who officiate the FA Cup Final and on the International stage.

**Detail of the course:** FA Referee Course and Training with Plymouth Argyle  
**Date:** Monday, 29 June – Friday, 3 July 2020  
**Meeting Point:** Ivybridge Community College (meet in G1.02 every day)  
**Times:** 9.10am – 3.30pm (breaks and lunch at normal times)

The FA basic referee training course provides the introduction to officiating in football. The course will introduce the learner to the Laws of the Game and their application delivered through theory and practical elements, outlining the skills required to operate as a match official in grassroots football.

### Course aims and objectives

To provide the learners with an introduction to the principles of officiating, delivering five modules of training around the laws, application and practical delivery on the training ground and through officiating a minimum of six matches.

### Package 3

### Course content

The course will introduce some key aspects in the following:

- Introduction to officiating
- Assessment of knowledge
- Misconduct report writing
- Fouls and misconducts
- Written examination
- Theory DVD
- Practical - application of law
- Practical - skills and attributes

### Practical involvement

Candidates will be encouraged to participate practically to maximise their opportunities for learning. Students will also have the opportunity to train with Plymouth Argyle during the week for a full day of football coaching. A timetable will be available for all students nearer to the week.

### Requirements and Sport Attire

Students will need to wear sports attire for the duration of the week. There will be a mixture of classroom-based activities and practical work on the All Weather Pitch so both sets of footwear are advised (trainers and football boots). Please could you also make sure that you wear suitable clothing for variable weather conditions. Please ensure you bring plenty of drink, sun cream and snacks to keep you going through the day.

### Payment Plan

To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:

By Monday, 6 January 2020	<b>£50.00 Initial Deposit</b>
By Monday, 3 February 2020	<b>£50.00 Payment 1</b>
By Monday, 2 March 2020	<b>£50.00 Payment 2</b>
By Monday, 6 April 2020	<b>£25.00 Payment 3</b>

**Places:** 15 places available

**Cost:** **£175.00 per student** (includes a Nike Sports referee kit)



Three Days' Careers Workshops and Two Days' Work Experience at Ivybridge Community College					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Package 4</b>	Careers Workshop in College	Survival Cooking	One day First Aid Qualification in College	Work Experience in College	Work Experience in College
<p>Package 4 is for students who are unable to organise external Work Experience with their parent/carer, and or prefers to gain a First Aid qualification during this week. Students will complete Work Experience at Ivybridge Community College. Students will work with professionals in the industry developing their knowledge and understanding of interviews and writing CV's. Students will spend a day learning how to survive in the kitchen and complete a First Aid Qualification. Additional information will be provided for all students who have signed up for this package nearer to the Enrichment Week.</p> <p><b>Work Experience in College will include:</b> assisting teachers and students, caretakers, kitchen staff, administration staff and cleaners. Students will choose their Work Experience for this week.</p> <p><b>Payment Plan</b> To ensure that all money is paid to the organisers a compulsory schedule of payment is detailed below:</p> <p style="text-align: center;">By Monday, 6 January 2020                      <b>£15.00 Initial Deposit</b> By Monday, 3 February 2020                      <b>£15.00 Payment 1</b></p>					
<b>Places:</b>	30 places available				
<b>Cost:</b>	<b>£30.00</b> (to include a certificate in First Aid)				

Year 10 students have already been invited to attend the Early Sign Up package below. The London Performing Arts Package (Package 6) can be found on the website under Enrichment Week Booklet 2. Please note Package 5 (the Ardèche Visit) no longer exists as part of the Enrichment Week.

Performing Arts Work Experience to London	
<b>Package 6</b>	This visit will be an excellent opportunity for students to participate in a fantastic five day Performing Arts experience in London. This package is organised by WST, Educational Tours. The cost of the visit includes transport, four nights' accommodation to include breakfast in London, travel insurance, West End show tickets to watch Mamma Mia and Hairspray and three practical workshops based around the musicals by West End professionals, such as a workshop on stage combat! Also included are meals at Planet Hollywood, Bubba Gump, Piazza Restaurant and a meal at Rainforest Café, flight on the London Eye, entrance to the London Dungeons, a visit to the ArcelorMittal and Slide and a visit to Covent Garden and Leicester Square. For further information please go to <a href="http://www.ivybridge.devon.sch.uk/enrichmentweek2019">www.ivybridge.devon.sch.uk/enrichmentweek2019</a>
<b>Date:</b>	Monday, 29 June – Friday, 3 July
<b>Year Group:</b>	Year 8 – 12
<b>Places:</b>	40 places available
<b>Cost:</b>	<b>£530.00</b>



## Additional Work Experience Outside of Enrichment Week

There are additional Work Experience placements available to our Year 10 students **outside** of Enrichment Week. Please read the following information.

### Royal Navy - HMNB Devonport

Students are invited to send letters of application to apply for a place on one of the Generic Work Experience Programmes scheduled in 2020. The dates for the programmes have been confirmed as **13 - 17 July 2020** and **16 - 20 November 2020** and will take place at HMNB Devonport.

The deadline for letters for July's programme is **Friday, 27 March 2020** and for November's programme **Friday, 25 September 2020**.

**Letters of application should be addressed to Cdr Jones but sent to the address below. Email or postal letter are both accepted: [Julie.Guthrie875@mod.gov.uk](mailto:Julie.Guthrie875@mod.gov.uk)**

There are only **twelve places available** on each programme. If demand outstrips supply then a sift of the letters will be carried out. Students will be notified whether they have been successful soon after each deadline. Students must include the following information in their letter of application:

- Full Name/Date of Birth/Home Address/Nationality
- Name of School/College attended
- Subjects being studied and how the student feels these will help in their chosen career
- Information regarding sport/fitness/hobbies/clubs which demonstrates skills and competencies in Leadership/Communication and Team working (please provide clear examples for each)
- Which area of the Naval Base the student is applying for i.e. which programme
- Reason for applying for the placement
- Evidence that the student has researched the Royal Navy – we recommend that students visit the RN website [www.royalnavy.mod.uk](http://www.royalnavy.mod.uk) to explore the wide number of career opportunities available within the RN.

**Please note that the programme is not residential** therefore students must arrange their own accommodation for the duration of the visit. For security purposes all students **must** provide photographic ID on the Monday morning. If a student fails to provide photographic ID arrangements will be made for them to be returned to school/College. Acceptable photo ID is passport/driving licence/provisional driving licence. In the absence of any of these documents we can accept a photograph from the school with a statement confirming the name of the student, which school they attend, the purpose of the visit and the dates of the Work Experience. If this is the only option available, please contact me in advance of the visit. Parents/Carers should be aware that it will be necessary for a photo to be taken of their child on the Monday morning so that a temporary access pass can be issued.

Good luck with this process. Please email [enrichmentweek@ivybridge.devon.sch.uk](mailto:enrichmentweek@ivybridge.devon.sch.uk) if your son or daughter has applied for a Work Experience placement with the Navy. Just to keep us in the loop.



### Royal Marine and Royal Navy Taster Days – October and November 2020

Previously the Royal Marines and Royal Navy have organised one week of Work Experience. For 2020, instead of a full week Work Experience, taster days will be offered.

The dates for the taster days are yet to be confirmed but are likely to be October and November 2020. There will be 30 places offered to students. The **Royal Marine** days will be in **Stonehouse Barracks** and the **Royal Navy** days will be in **HMS Drake**.

These days will be facilitated by Plymouth AFCO and are not to be confused with other work experiences that are run by HMS Drake and HMS Raleigh as previously mentioned.

Please email [enrichmentweek@ivybridge.devon.sch.uk](mailto:enrichmentweek@ivybridge.devon.sch.uk) if your son or daughter is interested in these taster days in addition to Enrichment Week Work Experience. Information will be emailed to all those interested in the taster days.

### Babcock Work Experience – Engineering

Students have the opportunity to apply for The Future Engineers Programme.

#### The overview of the programme:

- Students will be presented with a real-world scenario to design, make and test a new Royal Navy ship to respond to a pretend Humanitarian crisis.
- They will complete three activities in their group which cover three core principles in ship building: Hull Design, Propulsion and Loading/Maintenance.
- A team of Babcock employees will help to deliver a balance of theory and practical activities that will engage the students.
- They will test their designs on a test rig (pool of water) and present their choices and decisions back to teachers/ambassadors at the end of the project.
- Students will explore the Dockyard via organised tours and will meet with apprentices and graduates who have started their career with Babcock.

#### Students may apply for one of the following two options:

**Future Engineers Programme** – 35 students working with engineers to design, make and test projects. Tours of warships and submarines will also be included. Week – **Monday, 6 July – Friday, 10 July 2020**

**Corporate Services Programme** – 10 students to work in either Finance, Commercial or Supply Chain areas. Again working alongside professionals so they can get involved. Week – **Monday, 29 June – Friday, 3 July 2020**

#### Application Form

Please visit the website [www.ivybridge.devon.sch.uk/enrichmentweek2019](http://www.ivybridge.devon.sch.uk/enrichmentweek2019) to view the advert and application form. You must talk about your aspirations, how this specifically fits with meeting those aspirations and why you want to go into the field of engineering. Try and avoid things like 'I have wanted to be an engineer since I was young'. Also take a good look round their website; you do not want to say it is great because they have something that they do not actually do.

All applications will need to be received by **Friday, 29 November 2019**. Send all applications to Jemma Horton [Jemma.Horton@babcockinternational.com](mailto:Jemma.Horton@babcockinternational.com). Make sure your email to her is clear about what it contains and do not forget to attach the application!

Please email [enrichmentweek@ivybridge.devon.sch.uk](mailto:enrichmentweek@ivybridge.devon.sch.uk) if your son or daughter is successful in the Babcock application process.



## Step 2: Getting Help

### How the College Helps

Tutors, CPSHE teachers and Helen Bartlett in Careers are available for students to talk to, and can make suggestions for suitable placements based on students' interests and aspirations. In addition, subject teachers have insights into careers around their subject areas.

### How Parents Can Help

- Talking to your child and helping them to think about what they would like/would not like in a placement. Good questions include:
  - What are their interests, and what careers link to those interests?
  - Would they prefer to stay local, go to Plymouth/Exeter or further afield?
  - Would they like to test out a potential career, or do they want a placement that might lead to a part time job?
- Talking to friends and family for inspiration and potential leads.

### How to Apply for Work Experience Package 1?

Students should always check an organisation's website first, in case there is information on there as to how to apply for Work Experience at that organisation. If there is no information on the website we advise students to phone to get the correct details for the individual responsible for managing Work Experience placements and ask to arrange a time to talk or for an email address to send an application by email.

### Who is Careers SW Enterprise?

Ivybridge Community College 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. This process safeguards students as it ensures they have a safe working environment. Students will be required to pay a contribution of **£20.00 or £38.00** towards the cost of commissioning Careers SW to carry out these checks. Please see payment section.

### Why do CSW undertake duty of care checks on work experience placements?

Duty of Care checks are not just about health and safety. They also provide a means to support the employer and gain valuable information to pass to the students about the placement. Under Section 175, Education Act 2002, the Education (Independent School Standards) (England) Regulations 2010 as amended by SI 2012/2962 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to their duties to safeguard and promote the welfare of children. This still applies to students whilst they are on Work Experience. There needs to be evidence that safeguarding and wellbeing have been addressed. Based on experiences and feedback from employers and schools, this is most effectively done by completing a short visit to the





employer. The visit also answers questions employers have about supporting a young person in a Work Experience placement ensuring they are best prepared to deliver a quality experience.

### **Do all employers have to hold Employers' Liability Insurance or equivalent?**

All work placement providers must have cover for both **Employer's and Public Liability Insurances** in order to take a student on a work placement. The ABI, BIBA and Lloyds of London have agreed that, as a matter of convention, students on Work Experience placements should be treated as employees for the purposes of insurance against bodily injury (that is, they will be covered by the Employers' Liability Policy), where the employer is legally liable for a loss. Employers' Liability Policies must provide cover of at least £5million per occurrence.

There are situations where companies do not hold Employers' Liability Insurance but are able to take Work Experience placements. These include government bodies that are crown indemnified, which means that in the event of an accident the crown will pay out for compensation rather than an insurance company. Large companies, like Microsoft, self-insure themselves by holding an account with a minimum of £10 million pounds to cover any insurance claims.

### **Can an educational establishment use parental disclaimers to allow students to go to unapproved placements?**

Parental Disclaimers' including "holiday forms" that aim to exonerate the educational establishment of their responsibilities towards students on Work Experience are not recognised by law, and should not be used to sanction unapproved placements.

### **Inspiration for Work Experience Placements**

#### **1. WEBVIEW Portal – Learn About Work**

Students can go to the WEBVIEW portal and enter the below details to access the database and search by industry using the below PIN code.

DEVON/PLYMOUTH

<http://devon.learnaboutwork.org>

#### **Students PIN for the portal:**

**Name:** Ivybridge Student  
**PIN** 3012

#### **2. Search a local business directory**

Devon Live maintains a local business directory, which is searchable by industry type. See <https://directory.devonlive.com/>



### Step 3: How to Sign Up and Payment Details

A placement is not confirmed until the College has received a completed copy of the Work Experience Forms, and CSW advisors have approved the placement.

Students are responsible for handing in the completed Work Experience Forms, these include:

1. Year 10 Return Slip
2. Work Experience Agreement Form
3. Health Declaration Form

Please follow the below points with regards to signing up and payment:

1. Select a Work Experience Package. 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 **Friday, 6 December**).
2. Students who select Package 1 are required to pay the contribution of £20.00 or £38.00 for insurance. Students who select Packages 2, 3, 4 and 6 are required to pay the fee stated on the previous tables.
3. Once your payment has been processed you will be given a receipt 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

**Placements outside the South West – Monday, 24 February 2020**  
(£38.00 per student)

**Placements within the South West – Monday, 23 March 2020**  
(£20.00 per student)

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 £20.00** per student per placement as stated on the Terms and Conditions of your Confirmation of Booking Form.
6. If you would like further information regarding ParentPay or you encounter any complications please do not hesitate to contact Gaynor Eccles in the Finance Office.

#### Please Note:

- All students regardless of relationship to the placement provider, are there undertaking Work Experience as an employee under legislation, and therefore the check is being undertaken as an employer and not as a relative.
- All payments are non-refundable. Should you withdraw from the packages at any point, no refunds will be made.



### Financial Assistance

If you are currently in receipt of free school meals or pupil premium then we are able to offer you financial assistance to cover your insurance or contribute £50.00 towards a course/workshop. Please email [enrichmentweek@ivybridge.devon.sch.uk](mailto:enrichmentweek@ivybridge.devon.sch.uk) if you require financial assistance.

### Step 4: Carrying Out the Work Placement

Once the student has secured their placement, the attention can turn to preparing them for the reality of work. In the final few weeks leading up to Work Experience, we will:

- Ask students to complete a pre placement report
- Hand students a Work Experience written report to complete
- Deliver a Health and Safety in the work place, and the expectations of all employee's presentation to all students
- Contact all placements via email to confirm student's attendance
- Schedule a time to visit or call the student during the placement
- Upon return, students will be asked to evaluate their placement
- Ask students to pass thank you cards and College letters to their placements to show appreciation for the placement opportunity

Please ensure your son/daughter are:

- Prepared for the type of job they will be carrying out
- Able to get to the placement
- Have the correct uniform or clothing
- Have a realistic expectation of the placement
- Prepared with lunch and drinks
- Notify Mrs Reddy immediately if your son/daughter will be absent from their work placement

### 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 and 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, 29 June to Friday, 3 July 2020)

**Helen Bartlett, Careers Advisor**

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

I hope your son/daughter enjoys Enrichment Week and their Work Experience placement.

Yours faithfully

Helen Reddy

**Head of Performing Arts and Enrichment Week Lead**



## Year 10 Work Experience Return Slip

Please return to your Tutor by  
**Monday, 23 February** (out of Area) **or Monday, 24 March** (in area)

Year 10 Enrichment Week Programme			
Monday, 29 June to Friday, 3 July 2020			
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	Level 1 Sports Leadership Qualification	<input type="checkbox"/>
	3	Football Refereeing for a week	<input type="checkbox"/>
	4	Three Days' Careers Workshops in College and Two Days' Work Experience at Ivybridge Community College	<input type="checkbox"/>
	5	There is now no Package 5 available to students	<input type="checkbox"/>
	6	London Performing Arts Experience	<input type="checkbox"/>
	<p>I (Name of Parent/Career):..... give permission for my son/daughter to complete his/her Work Experience Week during the week of Monday, 29 June to Friday, 3 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:			





## YEAR 10 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):  
\_\_\_\_\_  
\_\_\_\_\_

Start time: \_\_\_\_\_

Dress code: \_\_\_\_\_

### 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			

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.		
	<b>Yes</b>	<b>No</b>
Does the above named student have any medical conditions that the employer should be aware of? If yes please give details		
<b>Physical disabilities</b>		
If yes please give details:		
<b>Allergies, e.g. nuts, penicillin</b>		
If yes please give details:		
<b>Skin conditions e.g. eczema</b>		
If yes please give details:		
<b>Asthmas or any other chest complaints</b>		
If yes please give details:		
<b>Hearing / Visual impairments</b>		
If yes please give details:		
<b>Heart conditions that affects their ability to do physical tasks</b>		
If yes please give details:		

<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			