



Park Academy Year 12 Work Experience 2022

All young people need to be prepared for entering the workforce and at Park Academy West London we aim to provide students with the essential employability skills that will help them to succeed in their chosen career.

As part of this wider programme students in Year 12 are expected to participate in at least one weeks of work experience.

Month	What Happens
	Work Experience Launch Assembly
Friday 6 th May	Work Experience forms return date
w/c 18 th July	Work Experience (can be extended into a second week)

Supporting the programme

Ms Harris will coordinate the programme and will work with students and parents to ensure that those who wish to take up a placement are able to do so.

Safeguarding:

It is very important that your child is safe when out of school on work experience and to address this there will be specific policies and procedures in place to support this including Insurance and Health and Safety.

The Placement Process

Students/Parents will be required to find their own placements should they wish to take part in this programme. Ms Harris will support in ensuring that the relevant safeguarding requirements are met. By investing time and effort into finding and completing the work placement, students gain valuable experience and a great sense of achievement.

Finding your placement

We are happy to support the students in emailing and telephoning prospective placements. Ideally, work experience should be arranged in a profession where students' career aspirations are focused. They may start by speaking to family members and friends for any contacts that they may have within organisations to assist with finding a placement.

Every student will need to make contact with their placement 2-3 weeks prior to work experience. In some instances, this may be sooner.

All work experience forms must be completed and returned to Ms Harris by 6th May.



Preparing for the world of work at Park Academy West London

FAQs

Why do we have Work Experience?

Having first-hand experiences and observations can help students to better understand the working world and how to access it. It's important for students to have an idea of what they want to do in the future, but until they gain some insight that future can be hard to visualise. That's where work placements make a huge impact. Work experience also supports students to develop social skills, independence and confidence in a real-life working environment.

Will you work a full day?

Ideally you will work a full day the same as the employees working there. We usually expect a 9-5pm maximum hours per day. With a lunch break and other comfort breaks as necessary.

What happens if I can't find a placement?

Support will be given to any students struggling to find placements by Ms Harris, Careers Lead.

Can students be paid?

No – this is work experience only and may invalidate insurances. Though some companies do contribute to travel costs.

What if my son/daughter is ill on the day?

You must let the employer know immediately and also the school office attendance team and Ms Harris.

What happens if COVID-19 affects the work experience week?

If your child gets COVID-19 inform the work place and school to let them know and follow the latest Government guidelines for isolation.

SEND Support

For students who are on the SEND register, the school will liaise with the work placement about individual needs and concerns. A member of the SEND team may conduct a visit prior to the placement taking place as required. They will also remain in contact throughout the week where necessary to support the student and employer.

Medical Support

When a student has a medical condition, parents should inform the work placement where appropriate. The student will be required to take their medication with them to the work placement.