

## **Park Academy Year 10 Work Experience 2024**

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 10 are expected to participate in at least one week of work experience.

<b>Month</b>	<b>What Happens</b>
Thursday 1 <sup>st</sup> February	Work Experience Parents Information Evening
Wednesday 21 <sup>st</sup> February	Work Experience Launch Assembly
Friday 3 <sup>rd</sup> May	Work Experience Forms Return Deadline
Monday 8 <sup>th</sup> July to Friday 12 <sup>th</sup> July	Work Experience

### **Supporting the programme**

Mr Maheady 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 will be required to find their own placements should they wish to take part in this programme. Mr Maheady 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**

Feedback from companies and organisations prefer the students to contact them directly. It is important that work experience is 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.

Once a placement has been confirmed, all relevant paperwork should be completed by the employer. Once this has been completed, this must be passed on to Ms Sehdev to be logged and checked.

Every student must make contact with their placement 2-3 weeks prior to work experience to ensure that they are fully prepared.

Whilst on work experience, all students must conduct themselves in a professional manner as they are representing Park Academy. Students will also be required to complete a log book of their activities and skills they are developing.

***All work experience forms must be completed and returned to Ms Sehdev by Friday 3<sup>rd</sup> May.***

## **Preparing for the World of Work at Park Academy West London**

### **FAQ's**

#### **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?**

Where a placement isn't found, students are required to attend school as normal.

#### **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 child is ill on the day?**

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

#### **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, 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.