



TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL



WORK EXPERIENCE

A Guide for Parents



**Getting
your child
prepared for
the
future**



WHAT IS INVOLVED

- Work Experience week runs from **Monday 10 July to Friday 14 July 2017**
- Students spend their placement in a workplace experiencing the world of work. During the week, they will work with adults, complete a diary and evaluate the experience at the end of the placement.
- Employers will write a report at the end of the week.
- Students will be visited by teachers whilst on their placement.

SELF-PLACEMENTS

- The most successful work experience placements occur when the student and family organise their own – this is called a 'Self-Placement'.

Benefits of self-placements include:

- Students attend a company of their choice, in the area of your choice
- In negotiation with the company students carry out tasks and gain the experience that they want
- Students gain invaluable experience of CV and letter writing
- Students get an insight of how to research jobs which will help you in the future
- Placements can be in a range of jobs – as long as it is safe. Please note that students will not be permitted to operate machinery.
- Once a suitable position has been found, the employer must fill in the 'Self-Placement' form available from school, or downloadable from the Y10 page of the Trinity website.
- **The time to start looking for a Self-Placement is NOW**, as places rapidly become booked up because of the competition for places. Certain types of employment are very popular, eg sports centres – you must approach these employers as soon as possible to have a chance of securing a place.

How to find your own Work Experience Placement:

- Discuss with your child what they would like to do when out on work experience - remember work experience does not necessarily have to be a career choice it is about gaining experience in an adult workplace.
- Contact employers directly - in person, by 'phone, by letter or by email - make use of search engines online or business directories to find out a company's contact details.

FOR MORE DETAILS OR HELP IN ARRANGING SELF-PLACEMENTS STUDENTS CAN VISIT THE CAREERS CENTRE WITHIN SCHOOL

- It is important to approach several companies (perhaps ten) to ensure students have a number of options open to them. Particularly as students may find companies take weeks to only reply with a "no", alternatively businesses may not reply at all. Your child should not get disheartened by this, it is nothing personal.

All Self-Placement forms must be returned to Trinity by 9 January 2015

- We need parents and students to agree to placements and we need to know of any medical conditions. A letter will be sent home requesting this information.
- Only students residing in and attending a Manchester school will be able to take up a placement with Manchester City Council.
- The school will have a limited number of placements awarded to it. However these are a last resort for students who have been let down by an employer and are generally a poorer alternative to Self-Placements.

HEALTH & SAFETY

- All placements must be health and safety checked.
- If a student attends a placement that has not been health and safety checked then it will be an 'unauthorised self placement' and the student will be marked as an unauthorised absence.
- Please try to find placements in the areas of Manchester, Trafford, Stockport or Rochdale. Placements outside of these areas might not be able to be health and safety assessed.
- If the placement is 'out of area', forms must be returned by **Friday 9 December 2016**, so that Trinity can try and do the necessary checks.

SAFEGUARDING

- Students must work in placements where there is more than one adult for safeguarding reasons.
- We discourage students working with immediate family or very close friends, this is in line with Local Authority policy.
- Any student working in a 'care' placement, eg a school, nursery, etc, will need to be checked by the Youth Offending Team.

If you have any queries or problems about Work Experience please contact Mr Westmoreland at school via email on d.westmoreland@trinityhigh.com or telephone 0161 212 1926

USEFUL TIPS

DISCUSS THE FOLLOWING WITH YOUR CHILD TO WORK OUT WHAT TYPE OF PLACEMENT THEY MIGHT FIND BENEFICIAL

- 1.** Think about the kind of job your child wants, try to establish if they have any career aims or objectives. It's also helpful to discuss whether there are any organisations your child would not like to work for.
- 2.** Does your child's CV look professional – employers look at the presentation of your work.
- 3.** Encourage your child to make an honest personal assessment of their abilities – bare in mind that they may be asked questions about these.
- 4.** Check your child's cover letter & CV for spelling mistakes & to ensure that they have added everything they need to.
- 5.** Before sending off any correspondence to a potential employer, check that your child has enclosed everything in an envelope or attached the relevant documents to an email - i.e. cover letter, CV & a self placement form.
- 6.** Is the envelope correctly addressed? Check - is the person's name on, the full address & postcode?

NB: If you are unsure of any of the above, ask a member of staff, who are there to help you to do the best you can.

CONTACT DETAILS

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