

Tupton Hall School
REDHILL ACADEMY TRUST



Step by Step Guide To Work Experience 2024



Stand out from the Crowd

Make it count - make the
right choice for you!

This booklet has been designed for both students and parents to use as a reference guide for the preparation of the Year 10 Work Experience Programme.

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Year 10 Work Experience Programme

Tupton Hall School

Work Experience in Year 10 is a compulsory one week programme. It is an important part of becoming 'workplace-ready', "building useful skills that cannot be taught in the classroom as well as contacts that students otherwise would not be exposed to".

"A prospective employer will always look favourably on the effort taken by those who have done work experience, which empowers new talent and gives them an edge to push for the most sought after positions in the field".

Work Experience equips you with certain soft skills such as team working, communication skills and commercial awareness, all of which are sought after by employers and universities.

Work Experience also helps you to differentiate yourself, an important factor when competition for jobs is so fierce.

Work experience also equips you with knowledge that will enhance your job applications and interviews. Because you've gained a better understanding of the sector you want to go into, you'll be able to talk more authoritatively and ask questions that resonate with a potential employer.

One of the great things about gaining work experience as a student is that it gives you the chance to try things out to see if they suit you. Want to find out what a company is actually like to work for, or what doing a certain job is like? The organisation of a work experience placement can answer these crucial questions and prepare you fully for the next steps in your educational journey.

Work Experience will take place for one week

W/c Monday 1 July 2024

Why should I do Work Experience?

Students at 16 years of age are now required to participate in some form of further education or employment with training until the age of 18. However, there are now many different options available to students at Post 16.

This may be the first time students have had to make a decision about what future career path they wish to take:

Here are some of the options open to students:

- Attend Sixth Form - select 3/4 A-Level subjects that will support future career choices
- Enrol at a further education or specialist college – choosing either academic qualifications such as A-Levels, GCSEs or vocational courses that will support future career ambitions
- Apply for a work based learning apprenticeship – which will allow you to earn while you learn as well as supporting future career ambitions

It can be a very difficult choice for students to make due to the fact that many students will have little or no experience in the world of work.

Work Experience can help students to explore the different career paths they may be interested in.

It will help students to think about their personal skills and abilities and how they relate to a particular job.

Obtaining work experience is an essential part in securing your next step choices. This applies for applications to sixth form, colleges and apprenticeships. If you are thinking of applying to university in the future, work experience will form an important part of your UCAS personal statement.

Work experience can also help students:

- Understand how the world of work operates
- Learn to cope with new situations
- Learn and develop new skills
- To take responsibility for their actions and behaviour
- To appreciate the mental and physical demands of work
- Develop employability skills
- Secure references for the future
- Promote personal and social development

Choosing your Work Experience Placement

Some students may have already decided on a career path and know what their dream job is. These students can use work experience to confirm these interests.

However, many students may not know where to start.

Things to consider:

- Subjects you enjoy or do well in
- Hobbies you enjoy
- General interests
- Careers where there is currently a skills shortage
- Travel arrangements

You will need to research the above factors to identify jobs you may be interested in. Remember, Work Experience isn't just about your future dream job but is about learning new skills and being in the workplace.

Don't cheat yourself!

We want you to have a positive and beneficial experience, so make sure you do your homework and secure a place that is right for you.

Finding a Work Experience Placement

We encourage students to find their own placements. However, support from parents and school can be given to any student who has difficulty with this.

Resources available:

Safety Measures Work Experience Database

<http://safetymeasures.work-experience.co.uk>

This is a database of employers that have accepted work experience students in the past.

This is not the only place you should look. You can use the following websites to explore different opportunities or companies in your area to ensure you get the best placement for you.

- ⇒ **www.nationalcareers.service.gov.uk**
- ⇒ **www.google.co.uk**

Important Documents

Introduction letter to parents/carers



Tupton Hall School
Station New Road
Old Tupton
Chesterfield
S42 6LG
01246 653127
enquiries@tuptonhall.org.uk
www.tuptonhall.org.uk

Headteacher: Mr A. J. Knowles

December 2023

Dear Parent/Carer

Y10 Work Experience – W/c Monday 1 July 2024

I hope this letter finds you well. As we approach a significant milestone in your child's academic journey, we wanted to inform you about the upcoming Year 10 work experience program.

Work experience is a valuable opportunity for students to gain insight into the world of work, explore potential career paths, and develop essential skills that will benefit them in the future. The program is designed to provide practical, hands-on experience in a professional setting, allowing students to apply classroom knowledge to real-world scenarios. As part of the Careers Education and Guidance programme at Tupton Hall School, all Year 10 students are expected to take part in a Work Experience programme, for one week, commencing Monday 1 July 2024.

The Work Experience programme is a very important element of the careers education programme in Year 10. It can help student's secure paid employment in the future whilst also allowing them to add key skills to their employment record that will be of great value as they progress through school and onto higher education or an apprenticeship.

BBC – Advice

"To an extent, work experience is what you make it. If there is an meeting, ask if you can go too. The more you learn, the more you'll be able to offer the company, and the more indispensable you'll become."

I feel that, as part of the experience, students should investigate and find the placement themselves, as they would when looking for employment. However, parents and carers are very welcome to help them in their search. Students will be receiving support and guidance from school throughout the year, however, we understand that some students may want additional support. Should this be the case then please do not hesitate to contact school.

Health and safety checks of premises need to be completed for placements. Students can use the work experience website to find out what is available. We require the completed work experience agreement form back along with the Work Placement Vetting Request by no later than **Friday 12 April 2024** to ensure the health and safety check is completed in time. Without it, students will not be allowed to attend their placements. Students will be rewarded with House Points along the journey of their Work Experience.



Important Documents



Work Experience Agreement
Monday 1 to Friday 5 July 2024

School Contact: Mr C Sinclair

Tel: 01246 863127

Student to fill in:

Student Name (print):	Date of Birth:	Form:
I the above named student agree: To take part in this work experience scheme, to hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to another person without the employer's permission.		
Student signature:	Date:	

Parent/Carer to fill in:

I the Parent/Carer of the above named student confirm: That I have read and understood this form and other accompanying documents and I agree to them taking part in this scheme and I undertake that they will observe the conditions set out.	
I confirm that either: a) They do not suffer from any medical condition which could result in an unnecessary risk to their health or safety or to the safety of another person. b) They suffer from any medical condition which I have detailed overleaf that should be advised to the employer. (Please delete either a) or b), if in doubt then please contact school before signing).	
Parent/Carer Name (print):	
Parent/Carer signature:	Date:

PLEASE RETURN 'THIS FORM' ALONG WITH
THE 'WORK PLACEMENT VETTING REQUEST FORM'
WHEN FULLY COMPLETED TO STUDENTS SERVICES

The Work Experience Agreement Form

This form is to be completed once the employer has agreed to take you on for Work Experience.

Section 1:

Must be completed by you

Section 2:

Must be completed by your parent or carer

The fully completed Student Request Form **must** be handed into student services by **no later** than Friday 19 April 2024.

Without this form your placement **cannot** be put forward for a health and safety check and your placement will **not** be authorised.

The sooner you can get this form back the sooner we can confirm the health and safety check and approve your work experience placement.

Students can obtain further hard copies of each of these documents from Student Services. However, forms and letters can be found on the school website and classcharts

Using the Work Experience Database

Location and Access

Go to: <http://safetymeasures.work-experience.co.uk>

Click on Student Login

User Name: [tuptonhallstudent](#)

Password: [Tupton951#](#) (Note this MUST be capital T)

Click 'Search for Placements'

Enter information into as many fields as required:

e.g. Choose 'Retail Business' from the category Drop down box, and enter S42 in the Postcode.


The results will show in a list at the bottom of the page.

- ⇒ Click on the Job Title (e.g. Retail Asst)
- ⇒ This gives you more details of the job including address and contact details.
- ⇒ On the left hand side you can click to view the location on a 'Google Map'
- ⇒ Also a link is given to a Travel line Journey Planner to plan the route to get there.
- ⇒ At the bottom of the page it lets you know if the placement is Approved for Health and Safety and what date it expires. (you can still enquire with employers that have expired health and safety).

There is also an option to print the page from here (prints Black and White).

Please note agreement must be made with the employer to take the student on placement. Just because they are on the database does not mean

Using the Work Experience Database



Login


User Name / Email Address

Password

Login

[Forgotten your Password?](#)

Privacy Note
If you have any technical issues, please contact your school work experience coordinator.
The All Together Software Platform is Copyright © 2008 - 2023 Nicholas Associates Group Ltd. All Rights Reserved.
(v3.3.0)
Powered by **alltogether**



[Home](#) [Search](#) [Resources](#) [Links](#)

Welcome Search

Search for Placements

Looking for a placement?

Use the search facility opposite to find your ideal job or employer...

Detailed Search

Job Title

Employer

Category **-- Please Select --**

Address

Postcode Distance **-- Any --** miles

Types of Tasks

- ☐ Involves desk work
- ☐ Involves outdoor work
- ☐ Involves using computers a lot
- ☐ Involves skilled practical work
- ☐ A creative role
- ☐ Involves interaction with the public
- ☐ Involves group work/team skills
- ☐ Involves working with animals
- ☐ Involves physical activity
- ☐ Involves working with adults in a caring role
- ☐ In a medical/health related environment
- ☐ Requires a great level of fitness
- ☐ Out of the ordinary

Date Preference **01/07/2024 - 05/07/2024**

Limit **50 Results** [Clear](#) [Search](#)

Helpful Hints!
Remember to spell the words correctly!
Search for placements near to where you live - use the address and postcode fields to refine your search

Options

[Back](#)

[Print this Page](#)

Using the Work Experience Database

On the page as below specific job details are listed.



The screenshot displays a web application interface for a Work Experience Database. At the top, a dark blue banner indicates the user is logged in as 'Student (Tipton Hall School)' with a 'Logout' link. Below this is a navigation bar with 'Home', 'Search', 'Resources', and 'Links' buttons. A breadcrumb trail shows 'Welcome > Search > Job Details'. A yellow box on the left states 'This placement is: Approved and Active'. Below this are 'Options' for 'Print this Page' and 'View on Google Maps'. A blue 'JOURNEY PLANNER' button with a bus icon is highlighted by a black arrow. The main content area is titled 'Job Details - Production Engineer Assistant (16005)'. It contains two tables: 'Job Details' and 'HBS Summary'.

Job Details	
Website	Not Specified
Job Title	Production Engineer Assistant
Job Address	Pilsley Road Daresmore S45 9BY
Name	Mr Peter Wragsdale (e) Peter.wragsdale@uk.bosch.com (t) 01246 252251 (m) 07760489931
Job Supervisor	Not Specified
Apply To Contact	Mr Peter Wragsdale (e) Peter.wragsdale@uk.bosch.com (t) 01246 252251 (m) 07760489931
Directions	Get Directions

HBS Summary	
HS Status	Approved
Last Visit	23/05/2022
Expires	23/05/2024
Risk Band	Medium (2 years)

A green checkmark is visible next to the 'Expires' row in the HBS Summary table. At the bottom, a small copyright notice reads: 'The All Together Software Platform is Copyright © 2008 - 2023 Nicholas Associates Group Ltd. All Rights Reserved. (v3.9.2.2093)'.

You can use 'journey planner' to plan your journey to and from the placement.

If you would like to secure this placement you would need to contact the employer and discuss the possibility of this and follow the procedure that has been explained to you.

Once agreed, complete the **Student Request Form** and return this to Student Service so that the necessary vetting process can take place.

Student Request Form

Once an employer agrees to have you on work experience,
as them to complete this form and return it to Student
Services ASAP.

Work Placement Vetting Request



Please complete as many details on this form as possible and return to Student Services

Placement Company:	<input type="text"/>				
Placement Address:	<input type="text"/>				
Placement Tel No:	<input type="text"/>				
Placement Email Address:	<input type="text"/>				
Placement Contact Name:	<input type="text"/>				
Placement Job Title:	<input type="text"/>				
Placement Start Date:	<input type="text" value="1 July 2024"/>				
Placement End Date:	<input type="text" value="5 July 2024"/>				
Student Name:	<input type="text"/>				
Student School:	<input type="text" value="Tupton Hall School"/>				
Student Age: (Tick as appropriate)	<table><tr><td>Pre 16</td><td><input checked="" type="checkbox"/></td><td>Post 16</td><td><input type="checkbox"/></td></tr></table>	Pre 16	<input checked="" type="checkbox"/>	Post 16	<input type="checkbox"/>
Pre 16	<input checked="" type="checkbox"/>	Post 16	<input type="checkbox"/>		
Company ELI Details (if known) Employers Liability Insurance MUST be in place for all placements.	<table><tr><td>Insurance Company:</td></tr><tr><td>Policy No:</td></tr><tr><td>Expiry Date:</td></tr></table>	Insurance Company:	Policy No:	Expiry Date:	
Insurance Company:					
Policy No:					
Expiry Date:					
Any further information / comments	<input type="text"/>				

Remember:

1. **Student Request Form** must be completed and returned by Friday 19 April 2024
2. Once your placement is confirmed, the **work experience agreement form** needs to be signed by you and your parent/carer and handed into student service.



Careers and Work Experience advice is available in school.

**To find out more or ask any questions contact school on:
01246 863127**

enquiries@tuptonhall.org.uk

www.tuptonhall.derbyshire.org.uk