

# Year 10 Work Experience

Monday 8 July - Friday 12 July 2024



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House

*Aspire*

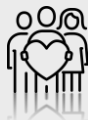


# Why Is Work Experience Important?

- Research by DfE [here](#)
- Evidence
- Part of a careers programme



Ambition



Support



Perseverance



Integrity



Reflection



Empathy



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# The National Picture

- GH has a solid wex programme - we have evaluated its benefits
- GH has higher than the national average engagement with some schools not offering it. Our take up last year was 79% own placement finds
- Better outcomes for students



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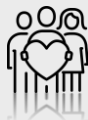


# Why Is Work Experience Important For Students?

- Builds confidence
- Improves employability skills
- Builds networking links
- Opportunities for part time employment



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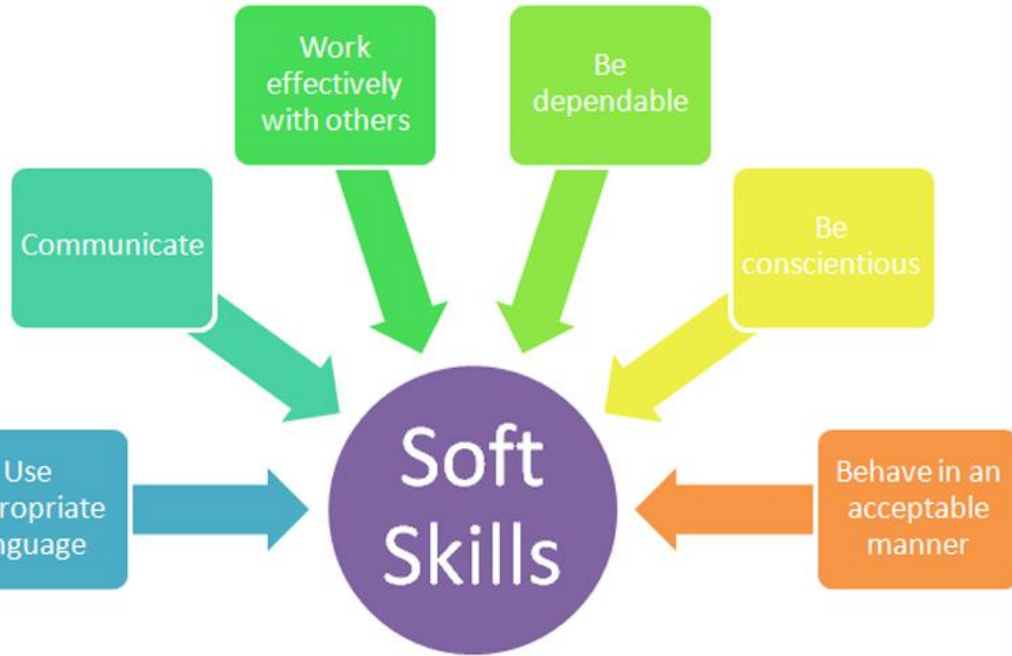


Empathy



# Aims of the work experience programme

- Building 'soft skills'



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# Aims of the work experience programme



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**Skills Builder**  
PARTNERSHIP



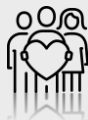
# How Does The Programme Work?



- Students are expected to find their own placement



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# Why we DON'T match students with placements



- The aim of work experience
- Building resilience and encouraging students to persevere



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# Looking For A Placement



- Support at home from parents
- Networking with friends, family and neighbours

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# Looking Elsewhere For a Placement

- Eastbourne Chamber of Commerce
- Google
- Walking into the community and cold calling into shops



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# Gildredge House Careers Business Partnership

- Careers talks to large/small classes
- Lunch time career talks
- CV writing and recruitment advice
- Employability sessions
- Mock interviews
- Mentoring



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- Working in Laboratories  
(not much in Eastbourne)
- Engineering
- Care Homes
- Sports Venues
- Media  
journalism/newspapers  
/magazines

## Sectors For Placements

- Accountancy Firm
- Local Government
- Electrician
- Vets
- Mechanic
- Product Design



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## Sectors For Placements

- Childcare: Teaching/nursery
- Leisure, hotels, restaurants, cafes and sports centers
- Adventure Parks; Zoo's/activity Centre
- Plumbing
- Engineering
- Retail

- Building and Construction: Architecture
- Education, Teaching
- Transport, Rail/Bus services
- Entertainment, Local Theatre/dance/drama company
- Manufacturing



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- East Sussex County Council
- Schools
- Restaurants and Cafes
- Leisure Centres and Sports providers
- Local charities
- Local Hotels
- Childrens Nurseries

## Supportive Employers

# CAREERS

C R E A T O R



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# Keep it Simple

- Restrictions on work experience
- Remember the aims of the programme and understand its limitations



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# How Does The Programme Work?

- East Sussex County Council Work Experience Team



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**"CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)**

(Where required by regulation 3 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy No RTT254757/RSACL000566  
Reference No SCOTAERO

1. Name of policy holder: **PENICUIK & DISTRICT MODEL FLYING ASSOCIATION**
2. Date of commencement of insurance policy: **01 January 2010**
3. Date of expiry of insurance policy: **01 January 2011**

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Royal & Sun Alliance Insurance plc (Authorised Insurer)

*A.P.B.*

A.P. Brown  
UK Chief Executive,  
Royal & Sun Alliance Insurance plc

**Notes**

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specific applicable law is provided for in regulation 4(3) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy. paragraph 2(b) does not apply and is deleted.

**THIS IS YOUR CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE.**

A copy of the certificate must be displayed at all places where you employ persons covered by the policy.

THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) (AMENDMENT) REGULATIONS 2008 permits the display of this certificate in an electronic form, provided persons covered by this policy have reasonable access to it.

The employer is strongly encouraged to retain all records related to this insurance.

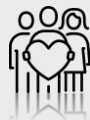
# An Employer Will Have to...

- Employers Liability Insurance

- No cost to the employer!



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# What is Employers Liability Insurance?

- Health and safety checks (pre-placement check)
- 15-minute meeting with an employer
- Informal chat about keeping a child safe at work



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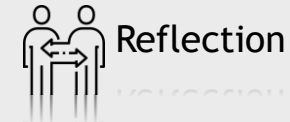
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# What is Employers Liability Insurance?

- What if my employer is a sole-trader (self-employed) and doesn't employ others?



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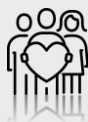
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- ESCC visit every placement
- Cost of a local placement is £18.00
- Placements outside of East Sussex will vary
- Please contact [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk) for outside of area costs
- Some LAS do not offer pre-placement checks
- All costs will go on sQuid



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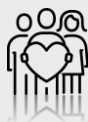


# A reminder of the Options

1. Find your own placement
2. Pupil Premium with a placement
3. Pupil Premium without a placement
4. Opt out of WEX completely



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# How We Will Support Students

- Support with creating a CV and covering letter/email in Careers and Community lessons
- Work Experience schemes of work during Community
- Support with matching a placement
- Advice and guidance from your tutor
- Health and safety guidance
- Completing the wex diary
- De-Brief when back at school



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# Work Experience Log-Book

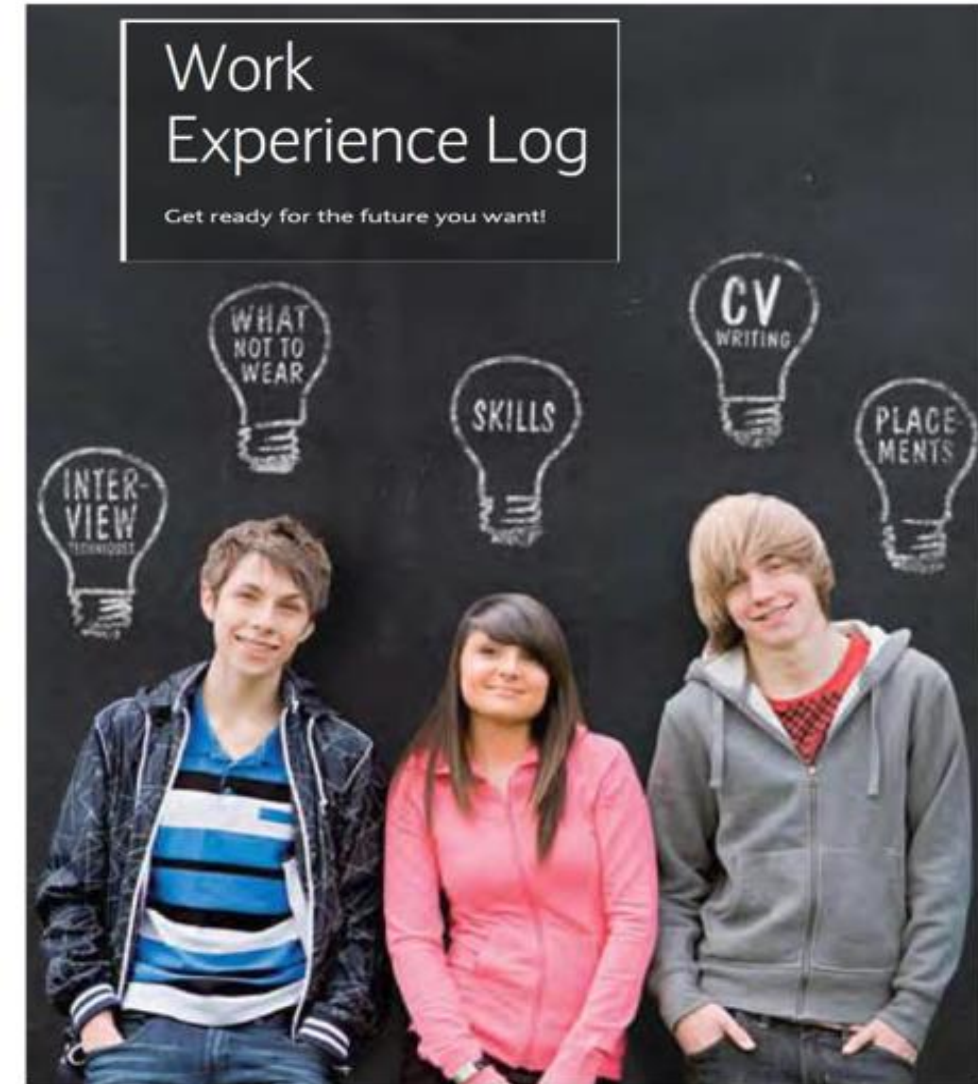
We need eight essential skills to succeed in education, work and life



Download the Skills Builder Universal Framework at [www.skillsbuilder.org](http://www.skillsbuilder.org)



#skillsweneed



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## Listening

*The receiving, retaining and processing of information or ideas*

This skill is all about being able to effectively receive information - whether it comes from customers, colleagues or stakeholders. Initially, the skill steps concentrate on being able to listen effectively to others - including remembering short instructions, understanding why others are communicating and recording important information.

Individuals then focus on how they demonstrate that they are listening effectively, thinking about body language, open questioning and summarising and rephrasing.

Beyond that, the focus is on being aware of how they might be being influenced by a speaker, through tone and language. The final steps are about critical listening - comparing perspectives, identifying biases, evaluating ideas and being objective. See if you can find three key points below:

1. Listening to instructions
2.
3.

# Based on 8 Employability Skills

- Listening
- Speaking
- Teamwork
- Aiming High
- Creativity
- Staying Positive
- Problem Solving
- Leadership



## Creativity

*The use of imagination and the generation of new ideas*

Creativity is the complement to Problem Solving, and is about generating innovations or ideas which can then be honed through the problem-solving process.

The first few steps focus on the individual's confidence in imagining different situations and sharing their ideas.

The focus is then on generating ideas - using a clear brief, making improvements to something that already exists and combining concepts.

Individuals then apply creativity in the context of their work and their wider life. They can build off this to develop ideas using tools like mind mapping, questioning, and considering different perspectives.

The most advanced steps focus on building effective innovation in group settings and by seeking out varied experiences and stimuli. Finally, individuals support others to innovate, by sharing tools, identifying the right tools for the situation and through coaching.

1. Share your ideas
2.
3.



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# Work Experience

Year 10

Programme Guide 2023-2024



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An Ofsted  
**GOOD**  
School



## Welcome

Welcome to the Gildredge House Work Experience Programme. This document provides parents and students with the necessary information about our Work Experience Programme which is due to take place from Monday 10<sup>th</sup> July - Friday 14<sup>th</sup> July 2022. Parents and students should read the enclosed information carefully before completing the form

If you are able to offer a student a work experience placement, or if you know of an employer who may be able to offer a placement, please contact Mrs Sara Bray via email on [s.bray@gildredgehouse.org.uk](mailto:s.bray@gildredgehouse.org.uk) or telephone 01323 400650 ext. 2037.

Once a choice has been made, please click [Year 10 and Year 12 Work Experience Option Form 2022-2023](#) complete the Work Experience Options Form.

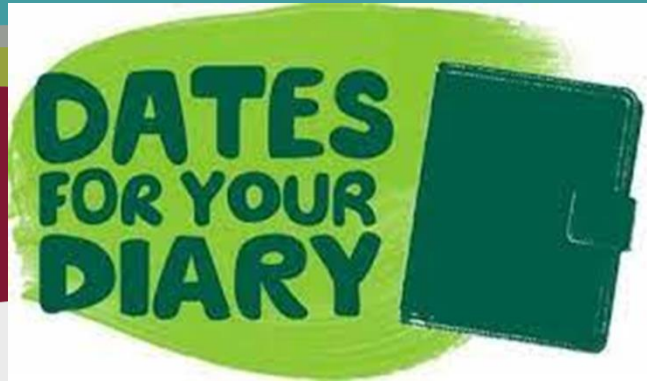
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# Diary Dates

**From today**

**Start to look for a placement - handbook, link will be sent to parents**

**15 December 2023**

**Mrs Bray forwards along employer details to WEX team**

**15 December 2023**

**Parents to pay the pre-placement on sQuid**

**31 January 2024**

**Finance Department reconcile requests for checks against payment**

**3 January 2024**

**ESCC WEX Team start to contact employers to visit workplace**

**Employers to provide ESCC WEX team with employers-liability insurance**



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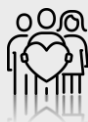
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# Questions

# How Did We Do?



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