



Anglo European School Work Experience Booklet

Monday 3rd to Friday 14th June 2019

Terms of Agreement

Between AES and Parents/Carers for Work Placements

Mrs F Bell, Enterprise Education Coordinator

Enterprise Education Assistant

Telephone 01277 351943

Email yr10workexp@aessex.co.uk

This agreement aims to:

1. Clarify the way services are offered by AES
2. Clarify the duty of Parents/Carers whilst working with AES Work Experience Coordinators

Here at the Anglo European School, we believe that work experience is vital for our students in preparing them not only for employment but for life, enabling them to not only experience the opportunities, responsibilities and experiences of the world of work but to develop into rounded and confident individuals. This was commented upon by Ofsted in March 2017, "The careers education provided by the school as an integral part of the curriculum ensures that all pupils participate in a significant work experience in key stage 4." We believe we know our students far better than any external work placement provider and so have for the past 8 years organised our placements completely in house so that our students and families can feel reassured that the best possible experience will be accomplished. The positive benefits of this experience are clearly visible on students' return to school – from a greater focus on learning to achieve their aims, increased maturity to make informed career choices and a better understanding of what the world of work entails.

Due to the continuing current financial climate we are in we are again asking for a contribution to enable work experience to take place. This will cover the cost of organising and following through placements along with completion of essential health and safety checks and arranging paperwork. Sadly it is still no longer possible to meet this expense from our school budgets. Should you choose for your son/daughter to go on an overseas work experience placement this incurs significant additional administrative work for which there is a surcharge. Information in this booklet will hopefully enable you to make an informed decision about the suitability of the type of placement you wish for your daughter/son. We believe that work-related learning works best when young people, their parents or carers, schools and employers work together to make it happen.

How to find a suitable work experience placement?

Actively support your child in seeking out and securing one placement either locally/nationally or overseas for the full 2 weeks, other costs may be incurred for any deviation from this agreement. AES does hold a database of local employers from which placements can be sought but if this is used there may not be a choice of type of work as contacts will be offered on a first come first served basis.

Once verbal agreement has been made with an employer about a placement, 2 forms must be completed – **Medical and Consent Form + Placement Form** with an **additional Residential form** for an overseas placement. **Additional paperwork is required for Overseas Placements** and any student considering this should see Mrs Bell at the earliest opportunity in the Enterprise Education Office in C Block (Room C32) to discuss the intended placement and receive a handout detailing the information needed to proceed with administering the placement. All forms must be completed fully and returned to the red letter box outside the Enterprise Office C32 having made the appropriate contribution on ParentPay.

All placements will be subject to a health and safety check.

How can parents help?

- Encouraging a positive attitude towards work experience. At this stage in a student's life, work experience is not careers-based, instead the emphasis is on the experience of work and the transferable skills they may use
- Discussing and arranging travel with students to ensure that they are able to travel to the areas of employment
- Reporting any lateness/absence from work experience to the employer and the Enterprise department by 9:30am on the day of absence

What AES provides ...

Description	National	Overseas
Deliver parent briefing	√	√
Deliver student briefings – assemblies, citizenship lessons, tutor periods	√	√
Dedicated contact email address for parents & students	√	√
Drop in service for students	√	√
Student interview/s held if using AES database	√	
Student matching to placement if using AES database	√	
Act as broker between school, student & employer	√	√
Health & safety checks including risk assessment & employer insurance cover	√	√
Issue paperwork to employers	√	√
Provide placement profile to student	√	√
Provide student pre placement briefing on expectations, health & safety responsibilities etc.	√	√
Serve as 1st point of contact with employer during placement.	√	√
Track placement - Employer telephone progress check carried out	√	√
Track placement - Student progress check on-line carried out	√	√
Student debriefing/evaluation lesson held	√	√
Certificate issued to student	√	√

Student's responsibility

- Attend interview, if appropriate. If during school time **this must be agreed by the school** – see the Enterprise department for appropriate form to be completed before the interview.
- Be aware of health and safety during placement
- Arrive on time
- Students should be dressed appropriately, some employers require a specific dress code
- Complete the student progress report online after 1st week of placement and the reflective project

Hours of Work

- These will be the normal hours of work as directed by the employer concerned and in any case, no more than 8 hours a day and 40 hours in a week. Any concerns should be directed to the Enterprise department regarding hours

Health and Safety

- In line with current legislation a duty is placed upon each employer to undertake a risk assessment for each work experience placement
- Employers are also encouraged to give instructions on safety precautions and the reasons for them, whenever that is necessary
- Special attention is given to students with special needs who take part in work experience schemes
- We take reasonable steps to satisfy ourselves that any work-related risks to the student are managed by the employer through our robust processes. As a norm we do not make site visits, however, we reserve the right to carry out a health & safety site check if deemed necessary which will incur a charge dependent upon location – see below.

Payment

Please make payment through your ParentPay account as soon as possible and no later than at the time of returning the completed **Medical and Consent form + Placement form (plus residential form if going overseas)** to us. **For an early rate discount all forms & contribution should be returned before Friday 04/01/19, thereafter the standard rate will apply. Please note that for Overseas Placements there is an additional levy to cover the significant additional administration.** Once you have accessed ParentPay you will see Work Experience on the screen which you need to select and make appropriate payment.

Should you need any further help or advice regarding the process/costs please contact the Enterprise department on our dedicated work experience email address yr10workexp@aesessex.co.uk.

Deadline of Dates for contribution on ParentPay & return of completed forms – Medical and Consent form + Placement form (plus overseas residential form if applicable) - to red letter box outside C32 - FRIDAY 26th APRIL 2019

Contribution/Administration Fee

Details of the contributions for work experience can be seen in the tables below.

Description	Early rate*	Standard rate*
Local/National Placement for 2 weeks	£25	£35
Overseas Placement for 2 weeks – this incurs significant additional admin work for which a charge of £20 is levied	£45	£55

Additional paperwork is required for Overseas Placements and any student considering this should see Mrs Bell in the Enterprise Education Office in C Block (Room C32) to discuss the intended placement and to collect the relevant information /forms at the earliest opportunity.

Dual Placement fee – extra £15 levy is applicable for any additional local/national or overseas placement. School permission is needed to authorise any additional placement therefore students must collect & complete a dual placement form from C32 BEFORE organising any additional placement.

Health and Safety Visit, if applicable

Description	Early rate	Standard rate
Health and safety visit, charge dependent on location	n/a	up to £30

Deadline of Dates for completion & return of forms – Medical and Consent form + Placement form (plus overseas residential form if applicable) - to red letter box outside C32 and receipt of payment on ParentPay - FRIDAY 26th APRIL 2019

*Rate	Dates
Early rate	Friday, January 4 th 2019
Standard rate	After Friday January 4 th 2019

Dates of Work Experience 2019 - Monday 3rd June – Friday 14th June 2019 (inclusive)