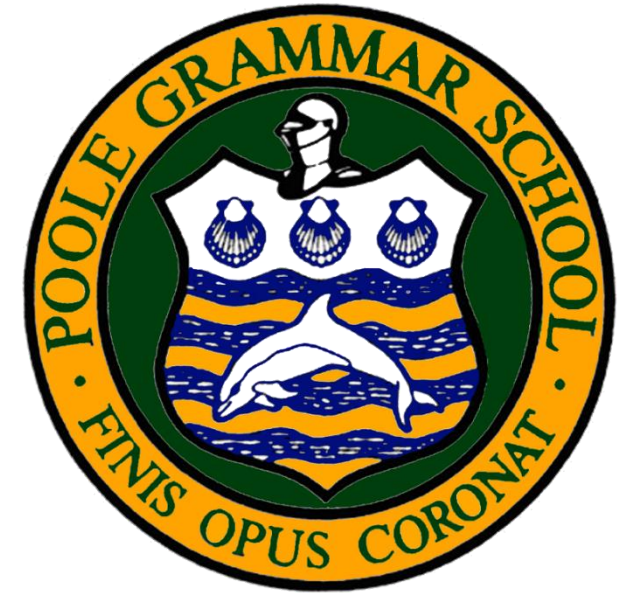




Registered Professional



PGS Careers

Twitter: @PGSCareers

Facebook: www.facebook.com/pgscareers

Mr Mark J Hannington, **Careers Advisor**

Introduction and welcome: Mr S R Jenkins,
Deputy Headteacher



Aims of today's session:

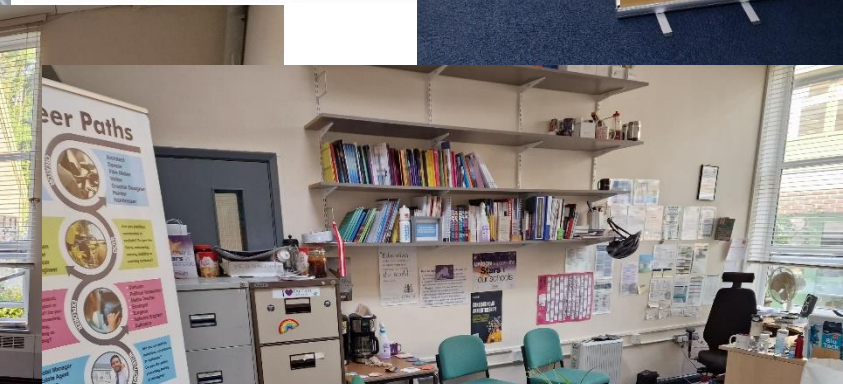
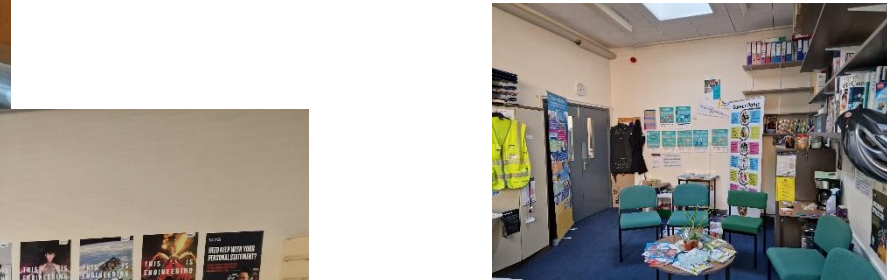
- To introduce the **costs implications** and **expectations of students**, with **support** from their **parents**, as well as us here at school
- To offer information about the work experience process –
 - this year it's **Monday 15th to Friday 19th July 2024**
- We now have compulsory Year 12 work experience
- To think about the importance of planning for the future
- Help? Where to get it!

Quick re-cap on Careers Education & Guidance

- **Year 7** - introductory session on goals and career planning in general
- **Year 8** - 2 x sessions on skills and how they're acquired and why relevant in career planning
- **Year 9** - 3 x sessions on options choices and how to make them; why they're important for the future, as well as using careers education and guidance software in the form of Kudos to give ideas to those with no ideas, or to add back-up plan options / new ideas to those already with ideas or plans in mind

Where to get help from Mr Hannington?

Where? Behind the drinks and desserts servery, next to the kitchen . . .



3 computers with large screens, a phone to call employers from, & space for more students.

Fees

- £35 – we pay for each and every student.
- (History!).
- **Free** to all students with **standard** placements.

NO Fees if....

- Relatively **local** placement (within area outlined in map / letter)
- **1 week placement**
- Your son does everything required to have a “**Confirmed Placement**” **before the deadline**
- **Confirmed Placement =**
 - Employer Agreement and Parent Consent forms completed and returned to Mr Hannington
 - Out of Database forms completed and returned to Mr Hannington
- Nothing else is a confirmed placement... NB!

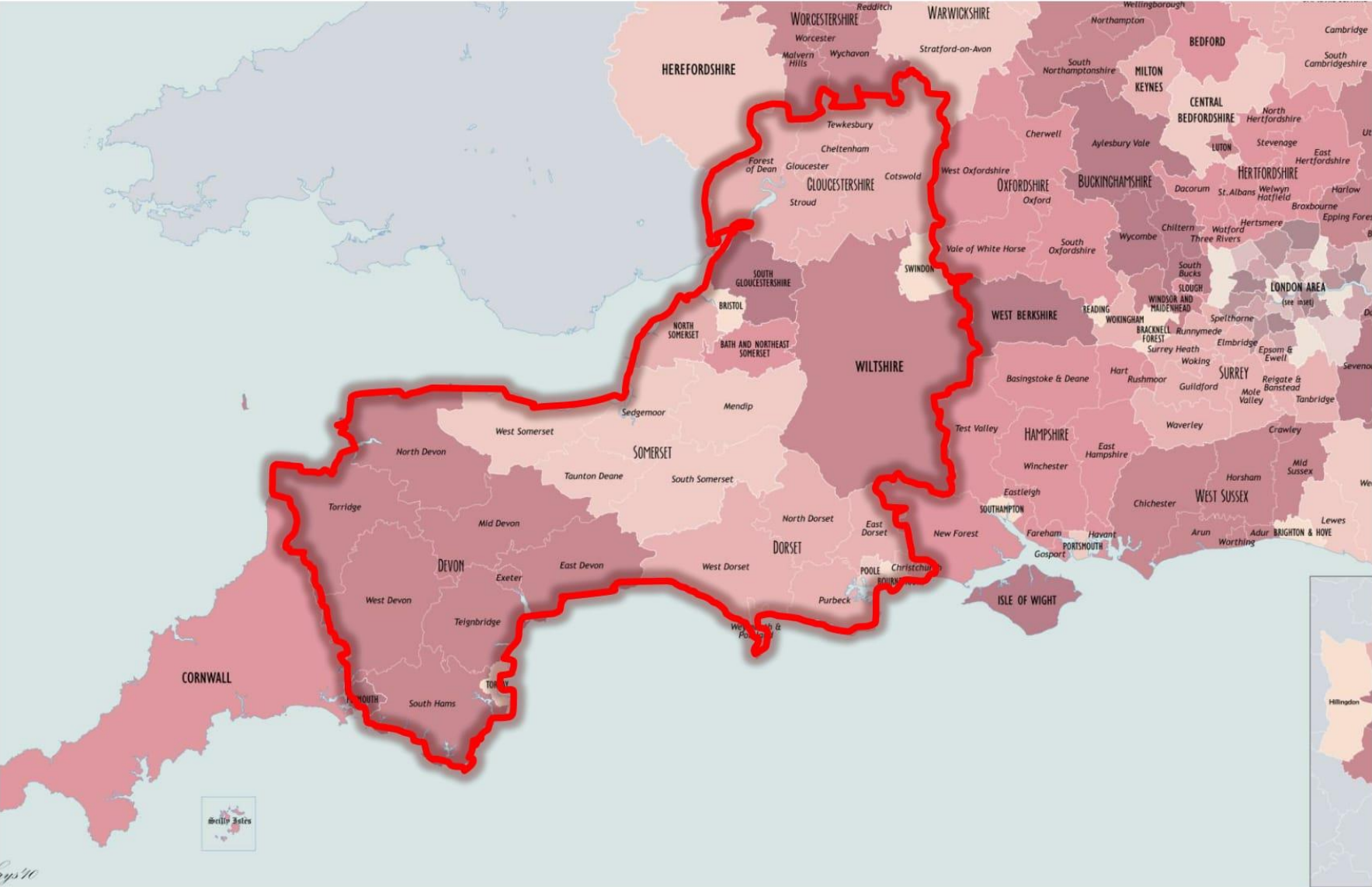
Fees

- **£50 – out of area.**

**NOTE: different
deadlines!**

- **In area = Bournemouth, Poole, Dorset, Wiltshire, Somerset, Swindon, Bristol, Bath & NE Somerset, North Somerset and South Gloucestershire**

Education Business Partnership – South West Work Experience Geographical Area



Fees

- £35 – paid by you if you / your child wishes to do more than 1 lot of experience (a part of 1 week and multiple thereof and £35 per employer checked)
- Up to* **£35** – late administration charge (after deadlines). **Very** rare.
- Why?
- * = £20 @ 7 weeks; £35 @ 2 weeks.

Work experience (15th – 19th July, '24) deadlines


- 10 choices form to MJH: Friday 22nd September
- Applications out / in before: Fri 10th Nov 2023

- Local = Friday 24th May, 2024
- **Out of area** = Friday 19th April, 2024
- **London** = Friday 22nd March, 2024
- After each: late admin fees up to **£35**
- Cannot guarantee ability to “confirm” London or Out of Area placements before start date of placement after deadlines too.

The database – we use CSW Enterprise who use Veryan

It is found here:

<https://devon.learnaboutwork.org/index.asp>



Log In

Welcome

Welcome to Veryan Webview.

This site allows you to review work experience placements in Devon.

Select who you are from the list below to log in to the site:

- Member of school staff
- Student

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher.
If the school name is incorrect, click on it to change it.

School	Poole Grammar School
Name	<input type="text"/>
PIN	<input type="password"/>

Lookup your school name , then click 'Submit'.

School


PIN?

- This has already been sent to all tutors for your child and your child will be able to obtain these from the tutors in tutor periods. (Also in link via letter home on 5.9.2023.)
- It's also available on Moodle, like this powerpoint
- It's just 4 numeric digits
- Your Name: enter it as “**Firstname Lastname**” with a space between each and capital at the start of each name

Database expectations?

- We are aware the database has some flaws
- It's the best system on offer & is used by most schools
- It ensures safety & ease of use & cost effective
- It shows employers who may have chosen to not offer work experience since they were listed on there originally.
- Just because something is listed on there simply means:
 - a. That they offered it before;
 - b. They may have been checked for insurance / child protection before (red / green indicator and what that means for “currency of checks”.


A quick look at the database... (my view on the left & student search view on the right)



You are logged in as **E23B/Poole Grammar School** [Log Out](#)

[Home](#) [Noticeboard](#) [Search](#) [Students & Bookings](#) [School Details](#) [Reports, Lists & Literature](#) [Own Placement Details](#) [Bulk Printing, Flags & Mailmerge](#)

School Home



You are logged in as **E23B/Poole Grammar School** [Log Out](#)

[Home](#) [Noticeboard](#) [Search](#) [Students & Bookings](#) [School Details](#) [Reports, Lists & Literature](#) [Own Placement Details](#) [Bulk Printing, Flags & Mailmerge](#)

Search

You have 0 PENDING <small>these placements have not been sent to CSW Enterprise</small>	There are 0 Not Going Out	You have 181 Unbooked students	There are 0 Unplaced (with choices)
You have 0 Not Approved	You have 0 To be checked/follow up	There are 0 students Requiring PC/EA form	There are 0 Checked bookings

Show me the record for [Go](#)

Show me students whose status has changed since [Go](#)

You are currently working with the **E23B/Poole Grammar School** batch, 181 students. [Select batch](#)

Please select from the options below, or enter the job number here: [Go](#)

Company Telephone
Town/Area Postcode(s) or or

<input type="checkbox"/> Administration, Business and Office Work	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Performing Arts
<input type="checkbox"/> Building and Construction	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Personal and Other Services including health and beauty
<input type="checkbox"/> Catering and Hospitality	<input type="checkbox"/> Languages, Information and Culture	<input type="checkbox"/> Retail Sales and Customer Services
<input type="checkbox"/> Computers and IT	<input type="checkbox"/> Legal and Political Services	<input type="checkbox"/> Science, Mathematics and Statistics
<input type="checkbox"/> Design, Arts and Crafts	<input type="checkbox"/> Leisure, Sport and Tourism	<input type="checkbox"/> Security and Armed Forces
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Manufacturing and Production	<input type="checkbox"/> Social Work and Counselling Services
<input type="checkbox"/> Engineering	<input type="checkbox"/> Marketing and Advertising	<input type="checkbox"/> Transport and Logistics
<input type="checkbox"/> Environment, Plants and Animals	<input type="checkbox"/> Media, Print and Publishing	<input type="checkbox"/> ALL All Categories

Classification

Restrict search to Industrial Cadet places only [Search](#) [List](#) [Export](#) Approved only

Work experience – lessons to learn

- It's an opportunity to explore possible careers: yes
- BUT ...
 - a. We're limited by our **location** and what's available nearby;
 - b. We're limited by which employers are **willing** at the time students apply to host students – it costs them time and money;
 - c. Our students **compete** with other students in other schools for willing employers and placements – some employers will “cap” the number of students they can accommodate in any one year and may have periods when they simply won't or can't take students due to their business needs.
- Therefore, students are required to be **flexible** with what they hope to achieve with work experience.

Why be flexible in your choices?

- Some experience is better than none.
- Getting used to longer hours with less breaks.
- What is acceptable and unacceptable in the workplace.
- Demonstrating positive attitude and reliability.
- Getting a reference.
- Summer or part-time work as a result of experience.
- Transferable skills.
- **Vital** examples to talk about in:
 - application forms;
 - telephone, video and other interviews, and
 - assessment centres and all forms of recruitment.

Places to **avoid listing as choices?**

- **Banks**
- **Law firms**
- **Accountants**
- **Many IT firms** (often very small and busy and not enough staff)
- **JP Morgan** (unless one of their weeks fits ours – specific date and process to apply)
- **Sunseeker** – unless your child is seriously considering apprenticeship

Application process

- **Patience** – waiting to see me if queues (don't email please)
- **Attention to detail** – business letters; emails; CV, and application form
- **Multi-pronged approach** – phone calls; visit in person, not just letter and / or emails
- **More than 50%** will not be successful with their first application
- **Mirroring of real job application process** and to some extent the real job market
- **Getting help** at every step of the way from me / parents / siblings etc

Keys to work experience – 5 x Ps and 1 R

- Positive – many students get holiday jobs later. Soft skills development and examples for future apps.
- Proactive – keep calling and visiting every week after your application. Don't just email – too easy to ignore!
- Pleasant – connect with them and make them want to help you. No money in it for them!
- Presentable – make them want to help you with the image of a “safe pair of hands” in their business.
- Persistent – help yourself and make your own luck!
- Resilient – don't be put off by silence or rejection. Keep going!

Hard work?

- This is **not an easy task** –requires various skills & traits
- Applying for a job is often complex
- 30 / 180 students leave every year after year 11
- Students who stay in 6th Form sometimes struggle and leave after year 12
- 30 students don't progress to university after year 13 and some prefer to apply for apprenticeships.
 - Apprenticeships require multi-pronged application skills – see slide coming up
- Some “GAP year” students require job hunting skills as their GAP years extend indefinitely.
- Therefore 1/3 of all current year 9 may benefit from this level of maturity required from this process

“Cultural capital,” what is that? **Who** you know...?

- *“Cultural capital is the **accumulation of knowledge, behaviours, and skills that one can tap into to demonstrate one's cultural competence, and thus one's social status or standing in society**”*
- It consists of **social assets** a person has that **promote social mobility** in a stratified society
- ... this accumulation is **used to reinforce class differences**, as historically and **very much still today**, different groups of people have **access to different sources and forms of knowledge**, depending on other variables like race, class, gender, sexuality, ethnicity, nationality, religion, and even age.

“Cultural capital” – use it!

- The best placements are hard to get
- Over my 10 years they’ve tended to come **via family connections**
- ***“It’s not what you know, it’s who you know!”***
 - STILL, sadly... but if you’ve got it, use it and flaunt it, and **if possible, share it**
- Exotic London-based placements don’t come through me...
- This is a **good first life-lesson** in the **vitality of networking...**
- And how difficult it is without social capital
- But how **relatively easy** it can be to **build your own cultural capital**

Leaving career planning until after university is a short-sighted choice -

Stephen Isherwood, in *The Guardian* online, Chief executive of the Association of Graduate Recruiters, Monday 12 June 2017 07.00 BST

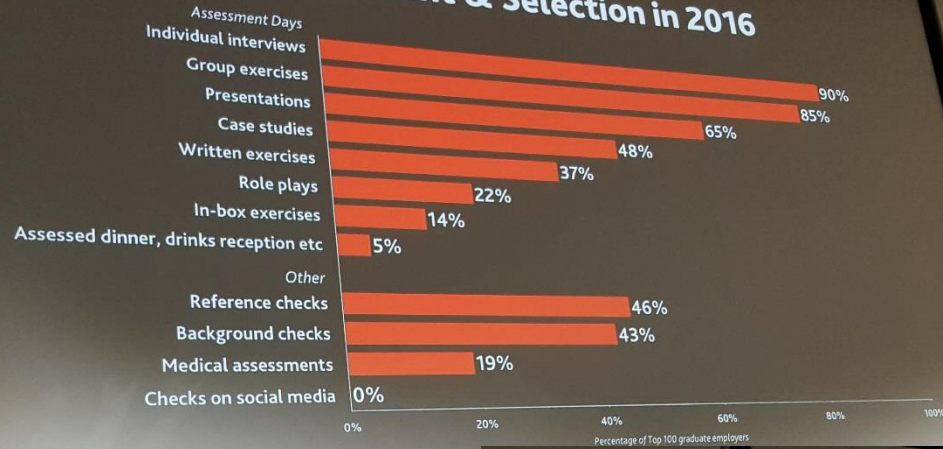
“... Getting **work experience** during **university** gives **graduates** an **advantage** ... Many bright students fail when applying for jobs after they graduate because they **don't understand the basics of the job they are applying for**. Employers ... expect them to demonstrate ... **understanding** and **motivation** for what they are applying for.... example, if you are interested in a career in **accountancy** ... help a **club, charity or association** ... And read **newspapers** ... finance-related stories ... If you enjoy budgeting and reconciling **your football team finances** or reading **industry publications**, all ... relevant ... **Work experience of any kind, even your weekend bar job, is relevant to an employer ...**”

Graduate Starting Salaries in 2022

By Industry or Business Sector

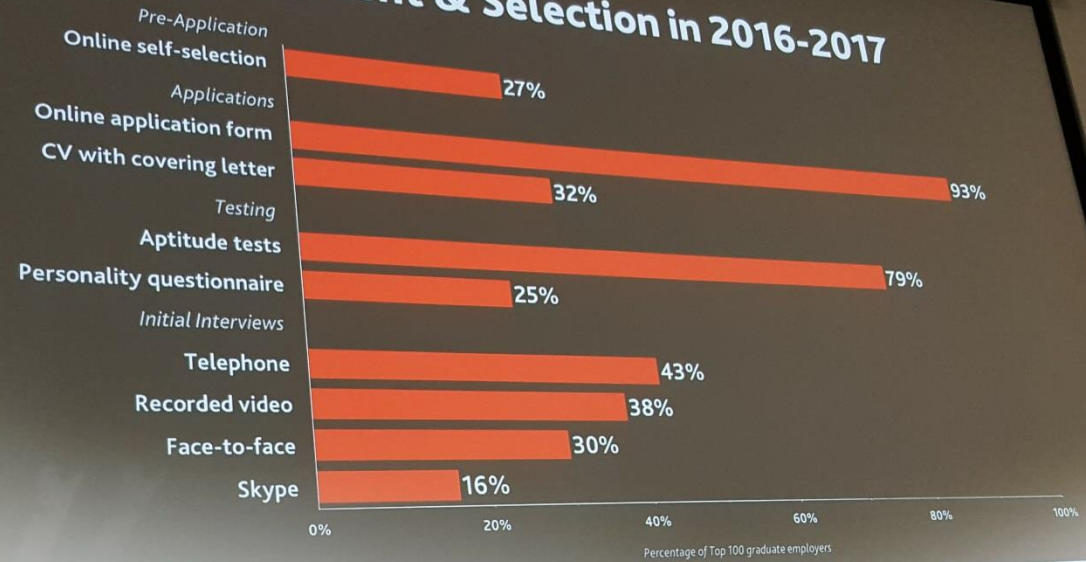
INDUSTRY OR BUSINESS SECTOR	MEDIAN
Investment Banking	£50,000
Law	£50,000
Consulting	£47,500
Oil & Energy	£40,000
Banking & Finance	£38,000
Retailing	£36,300
Armed Forces	£33,000
Consumer Goods	£32,000
Technology	£32,000
Accounting & Professional Services	£32,000
Media	£31,500
Chemical & Pharmaceuticals	£30,000
Engineering & Industrial	£28,500
Public Sector	£23,000
Charity & Voluntary Sector	£18,000

Assessment & Selection in 2016



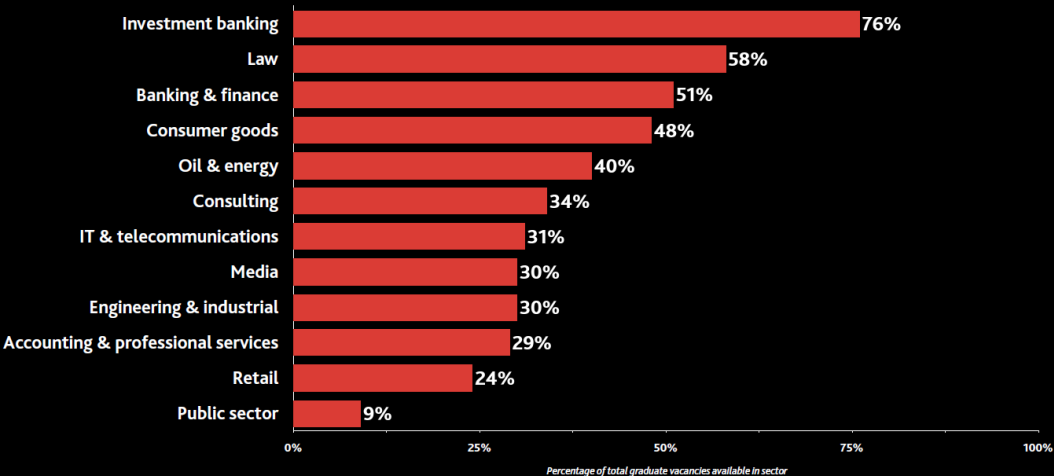
The Graduate Market in 2017

Assessment & Selection in 2016-2017



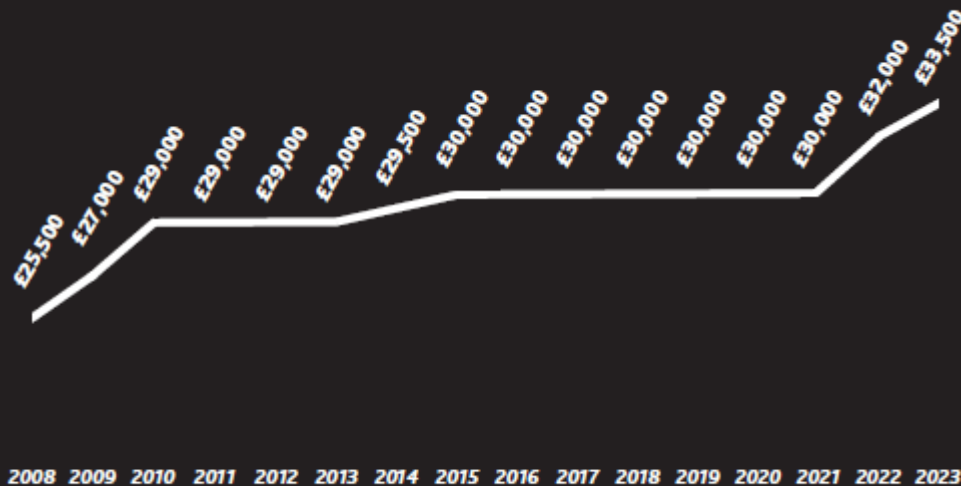
Produced by High Fliers Research Limited

Vacancies Filled by Graduates who had already worked for the Employer



Graduate Market in 2017

Chart 3.1 Graduate Starting Salaries at the UK's Top Employers 2008 to 2023



Source - The Graduate Market in 2023

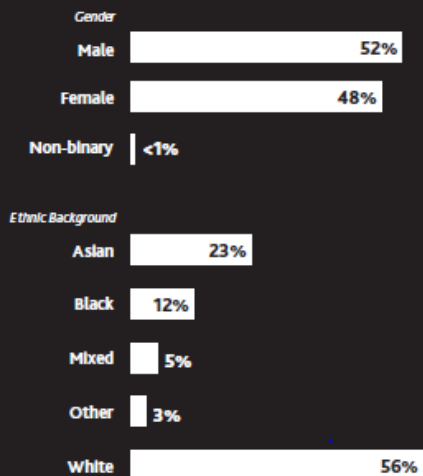
Table 4.6 Universities Targeted by Largest Number of Top Employers in 2022-2023

Ranking	University	Ranking in 'Good University Guide' **
1.	Manchester	24
2.	Nottingham	30
3.	Birmingham	20
4.	Bristol	15
5.	Warwick	9
6.	Leeds	23
7.	London University College	7
8.	Cambridge	3
9.	Durham	6
10.	Southampton	16
11.	Oxford	1
12.	London King's College	26
13.	Exeter	13
14.	London School of Economics	4
15.	Edinburgh	10
16.	Bath	8
17.	London Imperial College	5
18.	London Queen Mary	36
19.	Sheffield	21
20.	Glasgow	14

Source - The Graduate Market in 2023

** The Times & Sunday Times Good University Guide 2023

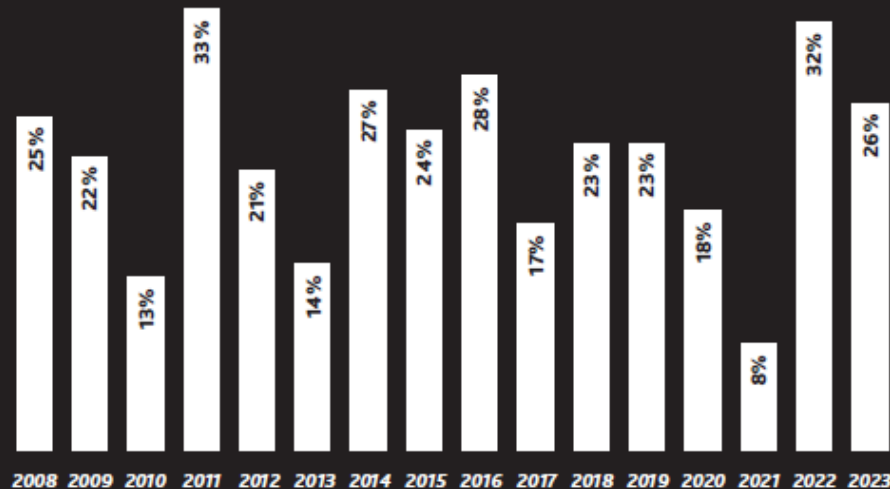
Chart 2.5 Diversity of Graduates Recruited by the UK's Top Employers In 2022



Source - The Graduate Market in 2023

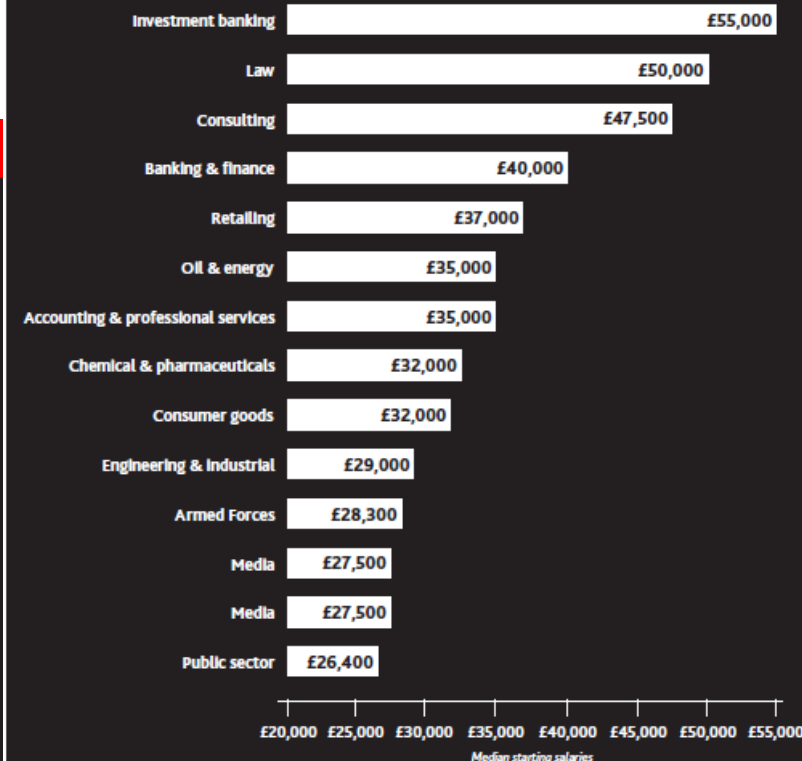
Percentage of graduates recruited by top employers

Chart 4.1 Employers with Increased annual Graduate Recruitment Budgets 2008-2023



Source - The Graduate Market in 2023

Chart 3.4 Graduate Salaries at the UK's Top Employers in 2023, by Sector or Industry



Source - The Graduate Market in 2023

Median starting salaries

Once you've looked at the database... 10 x choices form

here (on mobile, tablet or PC):

<https://forms.office.com/e/6jPFmLYR5u>

Deadline: **Friday 22nd September**
(takes 20 mins)

earliest get priority!

**STUDENT WORK EXPERIENCE
SELECTION FORM –**

Deadline Friday 22nd
September 2023

(**HINT:** EARLY returns get **PRIORITY!**)

N.B. Work Experience Dates:- 15th – 19th July 2024

If you require help with this form, ask your parents;
tutor, or, Mr Hannington.

* Required

Your Personal Details and Consents

These are vital to continue to support you and your
parents / carers throughout the the process as fully
as possible.

1. Surname *

Or, scan
this QR
Code:

Deadline: **Friday
22nd September
(takes 20 mins)**

STUDENT WORK EXPERIENCE
SELECTION FORM – Deadline
Friday 22nd September 2023



**earliest
get
priority!**

<https://forms.office.com/e/6jPFmLYR5u>

Once I've received the 10 x choices forms?

- I act as filter and allocate for students to apply to.
- **Because . . .** If 10 x students applied to every single employer from every school . . . would you as an employer want to continue helping students?
- We (& others) do this every year for every student.
- We have a responsibility as stewards for the future of potentially willing employers.

Applying!

- CV (32% grad employers)
- Cover letter (32% grad employers)
- Application form (93% grad employers use online versions)
- All good practise
- Not to mention very simple “interview” chats (90% grad employers)

What should a business letter look like?

Mr Hannington
Poole Grammar School
Gravel Hill
Poole
BH17 9JU

Email: hanningtonm@poolegrammar.com

Home: 01202 9*****

Mobile: 07877 7*****

Burger King
Tower Park
Poole
BH12 4NY

Thursday 29th June 2023

Dear Sir / Madam (if name not known, otherwise: Dear Mr Smith)

Application for Work Experience Monday 15th to Friday 19th July 2024

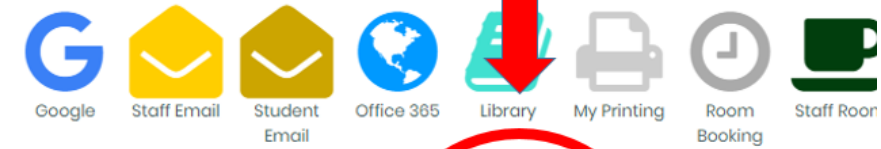
Please find enclosed my application form [**and / or CV**] for work experience on the dates above.

Sentence(s) explaining why you're applying. Sentence(s) explaining why you're interested in that type of employer and that type of role. Sentence(s) or bullet points explaining why you think you're a good match for that type of role / employer. Sentence explaining that you'll be very grateful for help from this employer in helping you gain experience in an area relevant and of interest to you.

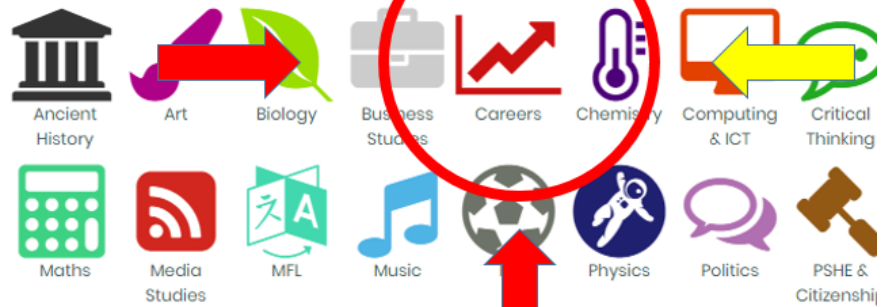
Yours faithfully [*if Dear Sir / Madam and name unknown*] **or** Yours sincerely [*if you've put the name of person you're applying to above*].



Mark Hannington



Subjects

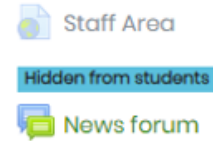
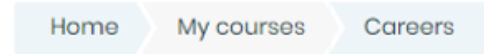


Extra Curricular & Activities

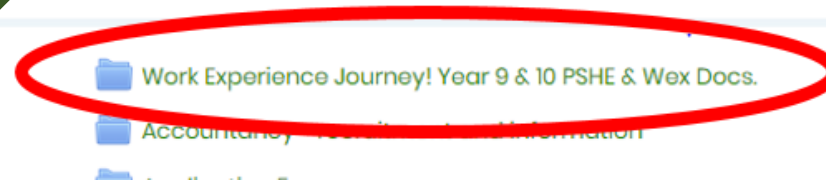


All Documents on MOODLE

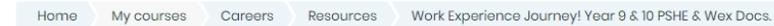
Careers



RESOURCES



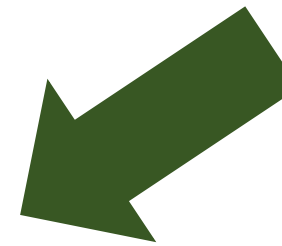
Careers



Work Experience Journey! Year 9 & 10 PSHE & Wex Docs.

Year 10 Careers PSHE and Work Experience

- Assemblies, briefings and other notices
- Cover Letters Letter writing
- CV writing
- Database matters (PINS etc) sheets
- Diary and Logbook info
- Forms
- Letters home
- PSHE Careers Lesson Powerpoints 2017-18
- PSHE Careers Lesson Powerpoints 2018-19
- Extra week payment request.docx
- NHS Poole App.doc
- Work Experience 2015 Road Map.vsd



After allocation, creating a CV is one of the 1st tasks...

CURRICULUM-VITAE

NAME _____ DATE-OF-BIRTH ____/____/____

ADDRESS _____

PREVIOUS-EDUCATION

DATES	SCHOOLS

CURRENT-EDUCATION

QUALIFICATIONS-GAINED (Not necessarily academic qualifications)

CURRENT SUBJECTS STUDIED & FORECAST GRADES FROM SUMMER REPORT.....

grade	→	→	→	→	→	grade

EMPLOYMENT

HOBBIES-/INTERESTS-/CLUBS-/SOCIETIES

RESPONSIBILITIES-/ACHIEVEMENTS-&-OTHER-INFORMATION

[Your Name]

[Street Address, Town, County, Postal Code] [Phone number] [E-mail address]

Objective [Describe your career goal or ideal job.]

Professional Achievements [Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

[Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

[Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

[Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

Skills

- [Professional or technical skill] → [Professional or technical skill]
- [Professional or technical skill] → [Professional or technical skill]
- [Professional or technical skill] → [Professional or technical skill]
- [Professional or technical skill] → [Professional or technical skill]
- [Professional or technical skill] → [Professional or technical skill]

Work History

[Job title]	[Company Name], [Town, County]	[dates of employment]
[Job title]	[Company Name], [Town, County]	[dates of employment]
[Job title]	[Company Name], [Town, County]	[dates of employment]
[Job title]	[Company Name], [Town, County]	[dates of employment]

Education

[Degree]	[University Name], [Town, County]	[date of graduation]
----------	--------------------------------------	----------------------

References References are available on request.

Application for work experience (To be completed by the student. Please type the form and sign it off. Please save a copy and hand it to Mr Hannington for checking before sending. Please inform Mr Hannington of the date sent, if checked by someone else.)



A: Poole Grammar School, Gravel Hill, Poole, Dorset. BH17 9JU. T: 01202 606504 or 692132 ext 269 E: careers@poolegrammar.com

W: www.poolegrammar.com

Personal details

Mr / Mrs Surname First Name (s)

Home Address

Postcode

Telephone Number

Email

Mobile Number

Interests / hobbies out of school / college

Responsibilities / achievements in school / college

Any previous work experience (including part-time jobs)

Any relevant health considerations

Name of teacher/ tutor organising work experience

Course of Study

Level (Circle one or more) GCSE NVQ A Level AS Level BTEC

Other (please describe)

Subjects of Study

Qualifications already obtained (if any)

Details of Work Experience Requested

Dates of Work Experience From To

Type of Work Experience requested

Reasons for this choice

Declaration

I declare that to the best of my knowledge all details in this application are **correct**:

Student Signature Date

Tutor Signature Date

With the
CV all
students
must
create an
application
form –
because
more
common...

How to address a business envelope?



W/C	Year 10 PSHE Sessions (structure)
11-Sep	Session 1: Choices Work Experience. (Computers). 10 choices DEADLINE – Friday 22nd September
03-Oct	MJH to issue allocation of placements
17-Oct	Session 2: Application Work Experience. (Computers).
Half Term	
07-Nov	Session 3: Follow up application & response and what to do. (Computers).
DEADLINE FOR APPLICATIONS TO HAVE BEEN SENT OUT BY: FRIDAY 12th November	
05-Dec	Session 4: Cold calling and what to do? AND The importance of reflective practice. Power of persistence and resilience AND Thank yous and feedback. (Computers).
Christmas	
Half Term	
Friday 22nd March – LONDON DEADLINE.... Easter	
Friday 19th April – Out of AREA deadline... Half Term ... Friday 24th May FINAL DEADLINE	



WORK EXPERIENCE AGREEMENT FORM

STUDENT DETAILS

Name: _____ Group: _____
 School: _____ Placement Period: _____

EMPLOYER DETAILS

Company: _____ Contact Name: _____
 Address: _____ Mobile/Direct Line: _____
 _____ Email: _____
 _____ Employer Tel: _____

Town: _____
 Postcode: _____
 Placement Job Title: _____
 Brief description of work experience tasks (please continue on a separate sheet if necessary): _____

In order for a company to take a student on work experience they **must hold** Employers Liability Insurance (ELI) and Public Liability Insurance (PLI). You may be required to provide a copy of the ELI certificate.
 Insurance Company: _____
 ELI Policy No: _____ Expiry Date: _____

STUDENT

As the student named above I agree to:
 • Attend this work experience placement and understand that any information obtained about the employer's business is held in confidence and will not be disclosed without the Employer's permission.
 • Adhere to all safety, security and requirements identified by the Employer's representatives or by displayed instructions.
 Signed: _____ Date: _____

PARENT/GUARDIAN

As parent/guardian of the above named student, I confirm I have read and understood this form and any accompanying documents. I agree to his/her attending this placement and confirm that: (* Please delete as appropriate)
 * He/she **does not** suffer from any medical conditions.
 * He/she **does** suffer from a medical condition which will be shared with the employer, details provided.

Signed: _____ Date: _____

Name: _____

EMPLOYER

As representative of the employer I agree to the student named above working on my premises in accordance with the Letter of Understanding. We agree to abide by all relevant/current legislation including Health and Safety, Data Protection Act, Sex Discrimination, Race Relations, Disability and the Children's Act. We will ensure that our Employer's Liability Insurance will be in place to cover the student and will accept or insure against liability for loss, damage or injury caused by the student, in the same way as for paid employees. I understand that all the information provided will be shared in pursuit of educational activities and services and held in accordance with the current Data Protection Act and General Data Protection Regulations (GDPR).

Signed: _____ Date: _____

Name: _____ Position: _____

This work experience is co-ordinated by CSW Enterprise on behalf of local schools and colleges in line with the national curriculum objectives to help young people gain skills for life. (CSW Enterprise is part of CSW Group Ltd).

This form must be signed and returned to the school before the work experience begins.

LETTER OF UNDERSTANDING

Between CSW Enterprise and the Employer providing Education Business Link Activities

OPPORTUNITY

1. The learner will carry out meaningful work, as described in the job description discussed. We will ensure that the work will be planned by a responsible person and the learner will receive appropriate induction, instructions and supervision during the period of the work experience.
2. Pre 16 and Post 16 students attached to a school's work experience programme will not receive any payment for this work, in accordance with the current Education Act.
3. Young Workers Directive limits time to 8 hours a day and max 40 per week, normally these can be between 6am-10pm. CSW Enterprise advises that specific arrangements between the school, parents and employer should be in place for placements that occur outside of 8am-8pm or at weekends. This is particularly important for learners under the age of 16.

HEALTH, SAFETY, WELFARE AND SECURITY

4. We recognise that a learner on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. We will ensure that the learner does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use.
5. We recognise the need for risk assessments to be carried out for learner before the placement, and that these are communicated to the parent/guardian. Where the significant risks have been recorded on the job description we would expect the Educational Establishment to pass this information onto the learner/Parent/Guardian. We also agree to undertake, monitor and modify risk assessments for the placement to take account of an individual student's capabilities and any changes to working practices.
6. We will expect the learner/parent/guardian/Educational Establishment to inform us of any medical or other condition so that we can adjust our risk assessments and/or tasks accordingly.
7. In case of absence, accident or sickness we will immediately notify the learner's educational establishment. The learner will have access to welfare and other staff facilities including first aid.

SAFEGUARDING

8. We accept and understand the duty of care in respect of safeguarding of young people and will consider the suitability of staff who works with them. We will disclose staff, where known, who are disqualified from working with children, where appropriate, in accordance with The Criminal Justice and Court Services Act 2000 and Protection of Children Act 1999.

INSURANCE

9. We maintain Employers and Public Liability Insurance policies, as required to indemnify our business. We will ensure that these policies are current, in place for any period during which we have learners on placement and that this will cover the learner. We will (as for any paid employee) accept or insure ourselves against the less, damage or injury caused by the learner whilst a work experience employee of the company.

DATA PROTECTION

10. We will safeguard all learner details and keep them confidential in accordance with the current Data Protection Act and in compliance with the General Data Protection Regulations (GDPR and relevant UK registration).
11. The learner will be reminded by the Educational Establishment that they must not disclose any information confidential to the Employer without the employers' approval.

STATUTORY OBLIGATIONS

12. The employer agrees to observe all relevant/current legislation, in particular relating to Health & Safety, and legislation in respect sex discrimination, race relations, disability and the Children Act.

CSW Group will hold all company and individuals details, for the pursuit of educational activities and services, in accordance with the current Data Protection Act. If you wish your details to be removed please email workexperience@cswgroup.co.uk

Out of Database?
 +
 no fee
 unless out of area (in which case = £50)

Poole Grammar School

Headteacher: Dr Amanda Smith BSc PhD

Gravel Hill, Poole, Dorset, BH17 9JU

Tel: +44(0)1202 692132

www.poolegrammar.com

pgsoffice@poolegrammar.com headteacher@poolegrammar.com



Tuesday 23rd May 2023

Dear Parent / Carer

Work experience placements in the 2023/24 academic year – Important Details: please read!

Poole Grammar School is strongly committed to enabling students to engage in meaningful work experience placements to enhance their education and life skills in preparation for future careers. The school runs a compulsory work experience system where students carry out their placement at the end of Year 10. The period set aside for this is **Monday 15th to Friday 19th July 2024**.

The school will be hosting a briefing meeting about work experience for all Year 9 students and their parents / carers in the Main Hall at 6pm on Tuesday 27th June 2023.

We ask that you [click here](#) to confirm you have received this letter and confirm whether you will be able to attend the presentation with your child. At the same time, we also require consent for your child to take part in the planned compulsory work experience process in Year 10, and accept the terms and information following this letter.

The aim of this letter and the briefing meeting is to help you and your child navigate the work experience process effectively and efficiently, so that they can secure a confirmed work experience placement as quickly and easily as possible. We know that students with parental / carer support fare much better in this process than those without it.

Next steps

Please [click here](#) for the consent survey to confirm:

1. Your availability to attend the presentation with your child and ask any questions arising from this letter and the presentation;
2. Consent to your child taking their work experience placement(s) in school time, as well as confirming all contact details and medical conditions are fully updated and accurate
3. Your acceptance of the terms and fees contained in this letter.

Confirmation and consent should be provided no later than **12.30pm on Thursday 15th June 2023**. It is the school's expectation that we have a response from all students and their parents, as work experience will not be able to proceed for your child without your consent.

We look forward to welcoming you to school on Tuesday 27th June.

Yours faithfully

Mr M J Hannington
Careers Advisor

Mr E C Gibbs
Assistant Headteacher



Work experience terms and information

The school subscribes, through the CSW Enterprise, to a database of local firms who could possibly provide work experience placements for your child. As the placement is to take place in school time, the school is statutorily required to carry out health and safety and insurance checks using CSW Enterprise, which do incur a fee (see below).

Your Responsibilities and Costs

A list of possible CSW Enterprise database placements will be available online at the new database they have currently under construction to replace: <http://devon.learnaboutwork.org>. In Summer 2023 students will be issued with a PIN code to enable them to access the database, which contains information such as the location of the company and a job description. This PIN code will be available for students to find in the Year 10 work experience section in the Careers area of Moodle. All employers are vetted to ensure that they conform to health and safety regulations and have employer's public liability insurance cover.

Your child should pick a company from the database and write to them (with follow-up calls, not emails) asking for a work experience placement. Sometimes the company may not be able to offer a placement, for example if the company's employees who run the placement are not available during the dates specified. If this is the case, your child should apply to an alternative company from the database. Support and guidance on choosing placements and writing to companies to ask for a placement will be provided as part of the Year 10 PSHE programme and through Mr Hannington.

The details of all agreed *local* placements (*local* being companies located in Bournemouth, Poole, Dorset, Wiltshire, Somerset, Swindon, Bristol, Bath & NE Somerset, North Somerset and South Gloucestershire) must be passed to CSW at least 7 weeks before the placement i.e. by Friday 24th May 2024. There are earlier deadlines for placements in London (16 weeks before): Friday 22nd March 2024, and for non-London placements out of the CSW area (12 weeks before): Friday 19th April 2024. If your child does not meet the applicable deadline, a late placement administration fee up to £35 will be levied and due immediately after the passing of the deadline, and if the fee is not paid the placement will not be confirmed.

Instead of using the CSW Enterprise database you may wish to use your own contacts to organise a work experience placement for your child. For these and *non-local* placements taking place within term time, not organised using the CSW database, an additional fee to cover statutory health & safety and insurance checks will be charged, this fee is £50. The fee is payable when we receive the completed out of database form and if the fee is not paid the placement will not be confirmed.

If your child wishes to have 2 placements of 2 days and 3, rather than 1 whole week placement, there will be a charge of £35. The charge applies for any part thereof – so, if your child has one placement for 1 day and another for 4 days, we are charged for two placement checks, which we pass on to parents. That charge may occur even if in different sites or parts of the same company or business. Equally, all additional placements requiring checks carry the £35 extra charge. Charges for additional placements become due on receipt by us of the completed paperwork, and if the fee is not paid the placement will not be confirmed. Please note that work experience placements occurring during school term time cannot be undertaken in foreign countries.

All these fees are liable to be paid by the parent / carer of the student engaging in the work experience placement, before that placement is allowed to take place.

Other Important Issues

Some students have requested to return to their first or middle school for a work placement as a classroom assistant; in order to provide a more varied experience, we suggest that students with an interest in a school-based placement choose a school that they have not previously attended. If students are working with vulnerable adults or children on a placement, they may have to be DBS checked, which may incur an additional fee.

Students cannot, by law, receive payments from the work experience provider, but some companies

The Letter &
Consent
Form – you
should
already have
received this
and all
replies
should be in
already.

do provide expenses to cover travel and lunch. Students under 16 are not entitled to benefits under the National Insurance (Industrial Injuries) Act (1946), and those under 18 in full time education are unlikely to be entitled to benefits. Parents / carers may wish to independently take out personal accident cover for students whilst undertaking a work experience placement, as well as ensuring that any company providing an independently organised placement has its own public liability insurance.

It is important that students take any health and safety guidance seriously whilst on a work experience placement. Please note that emergency contact details, medical conditions and dietary requirements that apply for work experience will be confirmed from our school records. You will have provided this data on admission to the school and updated as needed periodically since. Please check the data we hold via SIMS Parent and inform us if any changes are required. If we do not hear from you then we will take the information we hold as complete and up to date. If you have not yet signed up to SIMS Parent, please contact the school and we can arrange access.

Approximate timeline of events:

SUMMER HOLIDAYS / AUTUMN TERM 2023 – Selection of placement from CSW database

In selecting a placement, students and their parents/carers should pay particular attention to the job description and the location of the company, which will have transport implications.

The fact that a company is on the database does not mean that they are necessarily able to offer a placement. Students are advised to select a shortlist of between 5 and 10 companies from the database. Once all students' shortlisted choices have been submitted to the school, Mr Hannington will allocate placements. Please note that allocated placements are still subject to confirmation by the company in question, so an allocation is not a guarantee of the company confirming a place.

Students are responsible for selecting their placements, although advice and guidance is available throughout the process from Mr Hannington and Year 10 Tutors. The selection process largely takes place in tutor periods, although students are strongly encouraged to undertake this work at home.

AUTUMN TERM 2023 / SPRING & SUMMER 2024 – Preparation for application, application, and making it work for you.

If the deadline for the selection of placements has been met, students' allocations will be sent to the companies in question via CSW in the second half of the spring term. Sometimes students do not receive a prompt response from their chosen company. In these instances, students should contact the company to chase up their placement request, as if that placement is not confirmed, the student will need additional time to make a second selection from the database. Once a placement is confirmed, students should contact the company to arrange a pre-placement visit and to get placement agreement forms signed. Completed employer agreement and parental consent forms (available from Mr Hannington), should be returned to Mr Hannington as soon as possible, and until received by him, no placement is confirmed.

JULY 2024 – One-week placement

Work placement takes place Monday 15th to Friday 19th July 2024.

SEPTEMBER 2024 – Reflection and debriefing

Students are expected to complete a work experience logbook, which will lead to the award of a certificate, if requested.

Looking Ahead – Careers Support in Year 11

Students will have a one to one Careers interview with Mr Hannington to discuss their post Year 11 options; parents / carers are welcome to attend the interview. Further details will be provided in the next academic year. Where known, we will also share information on local careers conventions.

Consent was required by not later than: 12.30pm on Thursday 15th June 2023. (Takes 2 mins).

None remaining.

All completed before today's briefing.

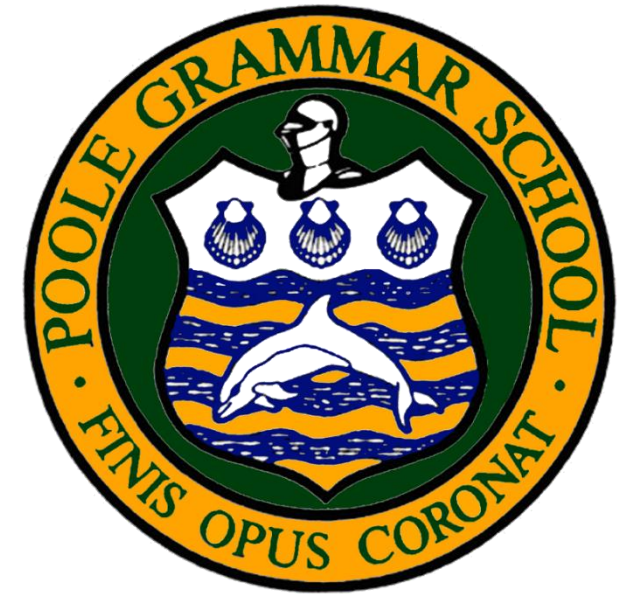
Thank you all so much!

Today we covered:

- The **costs implications** and **expectations of students**, with **support** from their **parents**, as well as us here at school
- Information about the work experience process –
 - this year the dates are: **Monday 15th to Friday 19th July 2024**
- **Compulsory Year 12 work experience**
- The importance of planning for the future

Questions?

- Ask now please
- Call me
- Please don't email for quick response – my inbox gets clogged up with all kinds of emails from employers; schools; colleagues; students messages etc
- If you email, please use: hanningtonm@poolegrammar.com **not** my careers@poolegrammar.com (**external**) email address! Thanks...



PGS Careers

Twitter: @PGSCareers

Facebook:

www.facebook.com/pgscareers

Mr Mark J Hannington, **Careers Advisor**

