

## THE ROLE OF THE STUDENT

A student's status is that of a young employee and he/she is

- Expected to abide by the organisation's rules on attendance, appearance, timekeeping and safety
- Expected to work the hours specified in the job description

## INSURANCE AND HEALTH & SAFETY

It is usual that students on work experience are covered by Employer Liability and Public Liability Insurance. WEXA checks that this and proper H & S procedures are in place before using a placement.

Parents may wish to take out a Personal Accident Insurance Policy in order to provide extra benefit in the event of accidental injury or damage

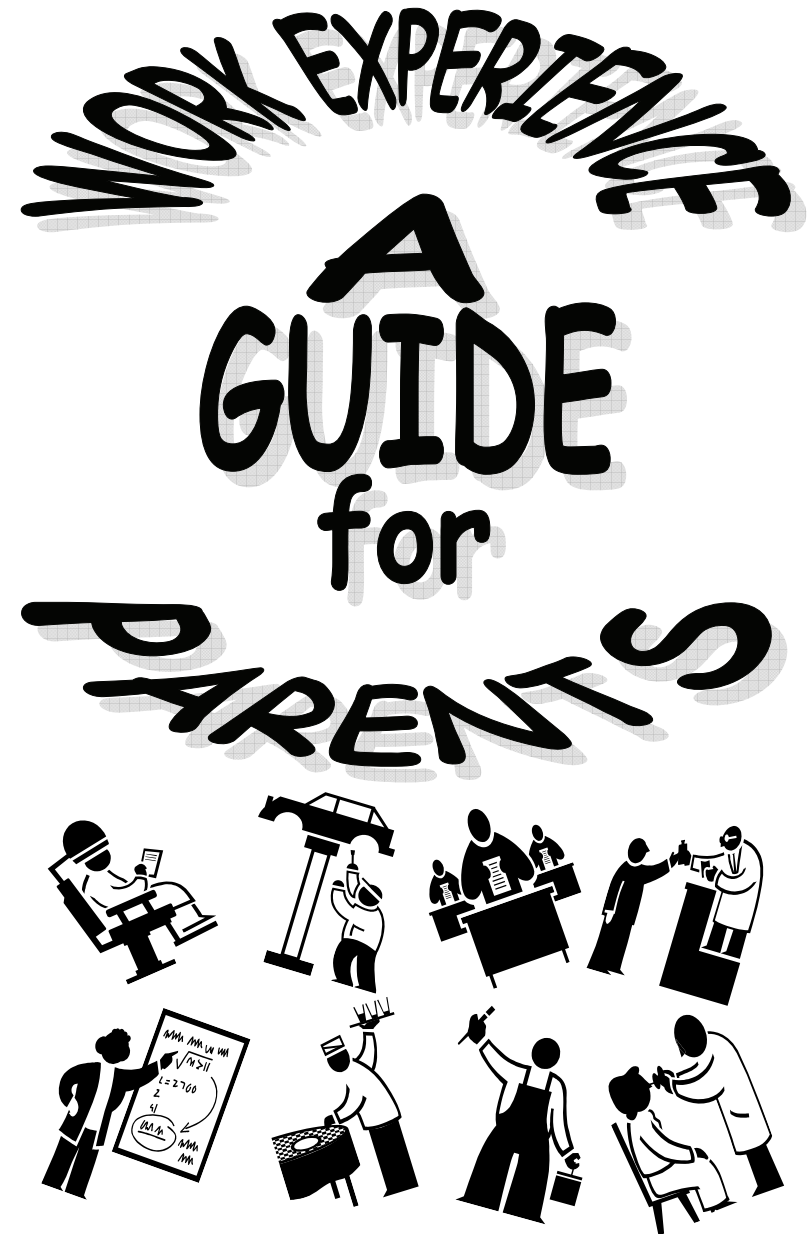
## THE ROLE OF THE PARENT

Parental support and assistance is vital by:

- Encouraging their children to use the opportunity to explore new areas of work
- Helping them with initial arrangements and preparation
- Ensuring that all documentation is completed correctly and returned promptly
- Helping them to adopt good working habits, eg: punctuality, appropriate dress and behaviour
- Discussing the experience with their children

The most of our students find work experience an enjoyable and rewarding time, helping them to develop personally and socially, giving them the skills to make a successful transition from education to the world of work.

Students also receive a certificate for successfully completing the two weeks of work experience which will form part of their record of achievement documentation (Progress File) at the end of year 11.



## THE AIMS OF WORK EXPERIENCE

The main purposes of work experience are:

- to develop in students a range of skills and personal qualities
- to give students an opportunity to find out what full-time work is like
- to add relevance to what is learned in school

The experience:

- develops the ability to work with adults as part of a team
- builds self confidence and self esteem
- increases maturity, initiative and decision making skills

It can provide opportunities to:

- experience the conditions and disciplines of work (eg: longer hours, time keeping, accuracy, meeting deadlines)
- deal with customers and the general public
- appreciate employer expectations
- experience the differences in work patterns compared with school

It can contribute to school work by:

- increasing the motivation to study
- clarifying the relationship between the curriculum and the "outside world"
- being part examination coursework and school leaver records of achievement (Progress File)

Work Experience is NOT:

- a job sampling exercise
- a selection process by employers
- cheap labour
- paid employment (it is illegal for employers to pay a wage to students on work experience, but they may, *if they wish*, help with student expenses incurred on such items as meals and travel)

## WORK EXPERIENCE IS FOR ALL STUDENTS

Schools now have the responsibility to provide a range of Work Related Learning activities and Work Experience forms a major part of this provision - all students, regardless of academic ability, will benefit from it.

LEICESTER/SHIRE WORK EXPERIENCE ALLIANCE (WEXA)

The school uses this organisation to provide the programme of work experience. WEXA ensures that placement providers meet the national legal requirements for its scheme and tries to put our students into suitable placements

THE ROLE OF THE SCHOOL

The school is responsible for:

- preparing students for the experience as part of their educational programme
- providing students and parents with the information they need about the placements
- visiting each student at least once during the placement to discuss and record progress
- having a teacher available should a problem arise

THE ROLE OF THE EMPLOYER

Employers have a vital part to play in ensuring that students are provided, as much as possible, with a realistic and worthwhile experience of working life.

They are asked to:

- Identify a member of staff to have overall responsibility for the students' welfare and progress
- Provide students with necessary information and advice, including Health and Safety
- Complete brief reports on the students at the end of the experience
- Contact school about any problem or query