



# Woodrush High School

An Academy for Students Aged 11-18

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November 2023

Dear Employer,

## Work Experience Placement for Monday 20<sup>th</sup> – Friday 24<sup>th</sup> May 2024

I understand you are able to offer one week's work experience to one of our Year 10 students on the dates shown above.

I have attached details of our Employer's Guide for your information, our Employer's Pro Forma and a Risk Assessment template. I would be grateful if you could please complete forms listed below and return them to me via the student/parent, along with a copy proof of your Employer's Liability Insurance Certificate covering a young person on work experience, **no later than 19<sup>th</sup> February 2024** please.

Completed documents to be returned to me either directly or via the student/parent:

- Employer's Pro-forma (see attached)
- Employer's Risk Assessment (either your own or the attached template)
- Employer's Liability Insurance Certificate (a photocopy or photograph)

Unfortunately, we cannot allow a student to undertake a placement without the above-mentioned forms being completed and submitted by the deadline.

I look forward to hearing if you and thank you for helping our young person to gain valuable work experience.

If you have any queries, please contact me using the email or telephone number below.

Kind regards

Mrs C Bishop  
Careers Co-ordinator

Email – [cbishop@woodrush.org](mailto:cbishop@woodrush.org)

Phone – 01564 823777 ext 7303

Enc.

Headteacher: Mr J Barber BA (Hons), QTS, PGCE, NPQH  
Deputy Headteacher: Mr D Monk, BSc (Hons), QTS, PGCE  
Deputy Headteacher: Mrs M Holtom-Brown, BA (Hons), QTP

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## EMPLOYER'S GUIDE TO WORK EXPERIENCE

### What is the purpose of Work Experience?

To provide young people with an opportunity to experience the world of work.

As part of a planned learning programme it helps students to:

- Gain an understanding about the world of work outside school or college
- Find out about particular jobs or careers they may be interested in
- Use and develop skills and talents in a new context
- See the relevance of school to working life and provides an opportunity for relevant and realistic coursework to be undertaken
- Be enterprising

### What are the students expecting from the Company?

Sometimes students may have specific aims and objectives for their Work Experience, which may be linked in with their school work. Others are looking for a general taster of the world of work and to gain employability skills. It is a good idea to invite students in for an interview before their placement starts, in order to ascertain where their interests lie.

### What should I expect from the student?

The students that you accommodate will be from a variety of educational backgrounds and will have different needs and aspirations. In general, students should show interest and enthusiasm, be prepared to arrive on time, and adhere to the Company rules and regulations as if they were an employee.

Approximately 2 weeks prior to the placement dates students will telephone to obtain confirmation about their hour of work, dress code etc.

### What costs does the Employer have to bear?

Employers are under no obligation to meet any costs; some do help with providing lunches.

### What support is given from school?

As we prioritise the health and safety of all of our pupils, the school will have briefed them with regard to behaviour, dress, Health & Safety and child protection. Students will have a Work Experience Diary, which they will be required to complete during their placement. The document also involves some pre-work which they may have to contact the Employer in advance about.

This school has a designated Careers Co-ordinator, who is responsible for briefing the student and monitoring the placement. If time allows, the Co-ordinator or another member of staff may wish to visit the student(s) while they are Work Experience, they should ring and arrange this with you in advance. Placements which are not visited will be telephoned by the school during the Work Experience week to check on progress.

### What does the Employer need to do?

- Inform the Company insurers of the student
- To Comply with legal requirements with respect to completing a RISK ASSESSMENT
- Complete the necessary paperwork required by the school
- If possible invite the student to a pre-placement interview
- Confirm to the student working hours, lunch arrangements, dress code
- Allocate a member of staff who will look after the student
- Give the student an induction when they join the company TO INCLUDE HEALTH AND SAFETY INFORMATION
- Ensure the student is given feedback or a certificate. There will be a section in their Work Experience Diary for the employer to complete



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- An outside Health and Safety/Governance Services – may telephone or visit the Employer before the start of the placement for a Health & Safety check.

## What if things go wrong?

It sometimes happens that a placement needs to be terminated, either due to the student being unhappy with placement or the Company being unhappy with the student. Employers who are unhappy with a student's performance should do the following:

1. Talk to the student about the problems and ask for improvement
2. If 1. is not appropriate, contact the Careers Co-ordinator to discuss the problem
3. If a student is absent from the placement without notification, please telephone the school immediately on 01564 823777.

## What obligations do I have re: Health & Safety?

You must ensure the student is fully covered by insurance during their stay with you. We will ask to see a copy of your Employers Liability Certificate. On the student's arrival on the first day, please issue Health & Safety guidelines and basic training, and where possible provide risk assessment information for the student to forward to his/her parents/carers.

## More information on Work Experience in the Workplace can be found at:

The Health & Safety Executive website: [Young people at work - work experience - HSE](#)

The Association of British Insurers website: [Work experience students | ABI](#)