

Frequently Asked Questions – Work Experience



What is work experience?

Work experience may be defined as: a placement on employer's premises in which a student carries out a particular task or duty, or a range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

Work experience provides a number of benefits for children. It can help with their development and also help them choose their vocation for later life. For pupils to get the most out of this experience it is essential that school and the employer work together to ensure the students' safety and wellbeing.

What does a work experience placement do?

A student on work experience should be given the chance to try various tasks and develop skills that will make them more attractive to prospective employers, but employers should not rely on those doing work experience to fulfil roles that are necessary for the company and would otherwise be undertaken by a member of staff.

A placement needs to provide the student with the opportunity to apply knowledge and skills acquired in the classroom; learn about working life and the working environment; meet challenges; and broaden their horizons.

For the student to get the most out of a placement they need to have clearly defined and realistic learning objectives; they should only be expected to undertake activities that help them to achieve those objectives.

How long does a work experience placement last?

At TGGs, work experience is authorised for up to 5-school days of work shadowing with an employer during Year 10/11 and another 5 days of work shadowing are authorised for Year 12/13. So, for example some work placements can be once a week throughout a term, whilst others may be block-placements – we take the guidance from employers to work with ourselves and the students to give them the best possible educational experience.

If students know what they intend to do in terms of their future careers journey / pathway this approach allows them to mix and match different experiences, showing how they have developed their skills knowledge.

When can the students undertake work experience?

In year 10 and 11, students can start work experience from the end of September in year 10 and we would expect them to have undertaken their 5 days by October half-term in year11.

In year 12 and 13, students can start work experience from the end of September in year 12 and we would expect them to have undertaken their 5 days by October half-term in year13.

How does a student apply for work experience?

Students are supported throughout the process and are advised how to apply for and respond to offers of work experience. Once they have obtained a placement, we use the Unifrog Placements Tool, to help guide them through the process.

What do I do if my child is finding it difficult to find a placement?

The onus is on the student to try and source a placement. However for some sectors this can be difficult and so we ask you to send your child to see the Work Experience coordinator and / or the Careers Leader to seek guidance and assistance. Do contact us if needed at workexp@tggsacademy.org

What is the Unifrog Placements Tool?

It's a new tool within the Unifrog platform that aims to help schools and colleges manage the admin behind the placements process.

At a basic level it's a series of forms which need to be completed by specific people at specific times; when one person finishes their form, the system automatically messages the next person in the chain.

The new tool makes it easy:

For students to get the ball rolling, then reflect on the placement afterwards;

For the employer to plan a brilliant placement (they are supplied with a library of expert guides);

For the employer to also follow and confirm that they follow best practices in:

- Insurance;
- Health and safety;
- Risk Assessment;
- Safeguarding;
- Covid safety guidelines;
- Data protection (eg the UK GDPR);

For the parent / guardian to agree to the placement and stay informed of what's happening;

For the school / college coordinators to have an overview of the whole process.

Do I need to arrange separate insurance?

Simplified Health and Safety guidance makes it clear that if organisations already employ young people, risk assessments won't need to be repeated for work experience students.

We undertake initial checks, checks during the placement and help students to prepare for their placement. This will involve working closely with work experience placements to ensure that the correct employment checks, health and safety considerations and any other safeguards, such as risk assessments are in place. The school and the work experience placement will clearly identify responsibilities for ensuring these checks are in place.

We have checks in place to ensure all placements are assessed in terms of health and safety and also in accordance with the school's Safeguarding protocols.

We have been told that our child needs a DBS check as they will be on placement in a school or nursery, is that correct?

DBS checks cannot be requested for children/young people under the age of 16.

Where the student on placement is aged 16 or 17, the work experience provider must consider what supervision arrangements should be in place and what tasks the student will undertake. An enhanced DSB check may be required.

Further advice from the [Disclosure and Barring Service](#).