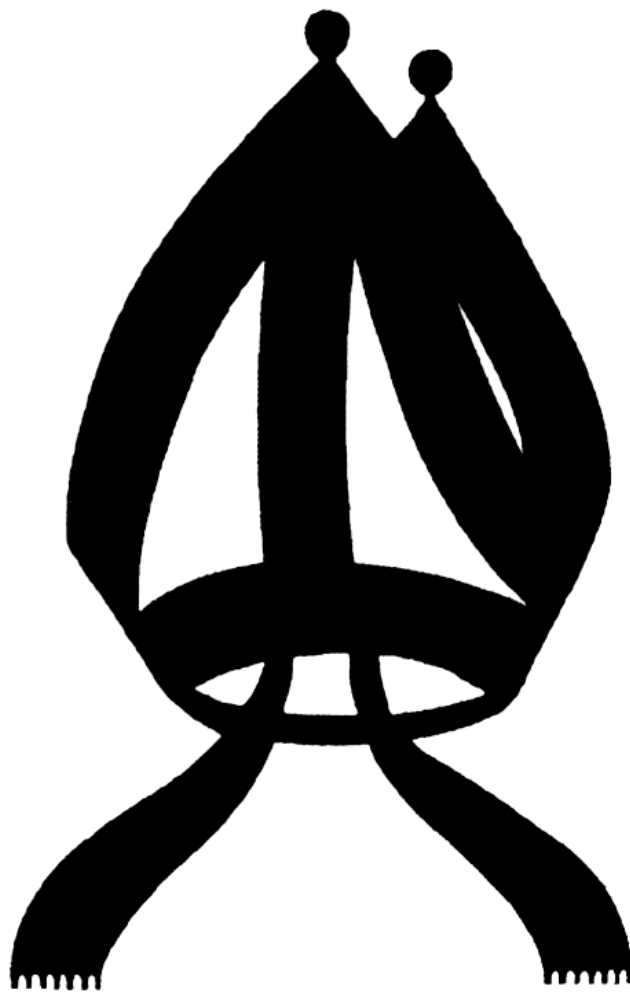


# **Archbishop Holgate's School Work Experience**

**2<sup>nd</sup> May – 12<sup>th</sup> May 2017**



## Work Experience Important deadlines

1. **23<sup>rd</sup> September** –Year 10 assembly, work experience launch. Question and Answer session.
2. **26<sup>th</sup> September** - Introduction to parents and guardians during at an assembly. Provide insight into work experience and the NYBEP website. Pupils to start making phone contact with possible placements
3. **18<sup>th</sup> October** – Enrichment Day. Preparation for work experience including interview skills, what employers want, health and safety in the workplace and e-safety.
4. **4<sup>th</sup> November** – Deadline for pupils to return verbal agreement forms with employer details and handed them into Mrs Adamson **via form tutors**. Agreement Forms will then be given to the pupil they must arrange an informal interview with the employer to sign the agreement form, parents and pupils are also to sign this form and then return to Mrs Adamson.

**NB AGREEMENT FORMS MUST BE WITH MRS ADAMSON FOR A PUPIL TO BE ALLOWED TO ATTEND WORK EXPERIENCE.**

5. **27<sup>th</sup> February** –all agreement forms to be back to Mrs Adamson
6. **November / December** - Form details entered onto the NYBEP database, so NYBEP can carry out their Health and Safety Assessment.
7. **January onwards** - students will get a Formal Agreement form which will require parent, employee and student signatures. Students should arrange to meet their employee to discuss the placement and make final arrangements regarding: hours, clothing, expectations etc...
8. **28<sup>th</sup> April** – Assembly to confirm expectations in the work place and to hand out the work experience diaries (pupils to take with them and complete on a daily basis).
9. **2<sup>nd</sup> May- 12<sup>th</sup> May 2017** pupils on placement.
10. **May** – ‘Thank you’ letter plus Pupil Evaluation Form to employers
11. **June** – Pupil Evaluation Forms back to pupils.

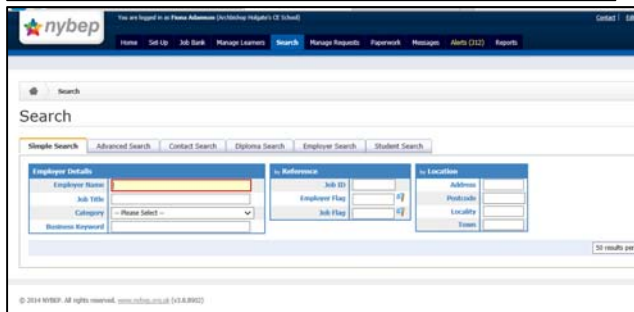
ANY ISSUES WITH ANY OF THIS CAN STUDENTS SEE MRS ADAMSON DIRECTLY. THANK YOU

How to search on the website <https://nybep.work-experience.co.uk/>

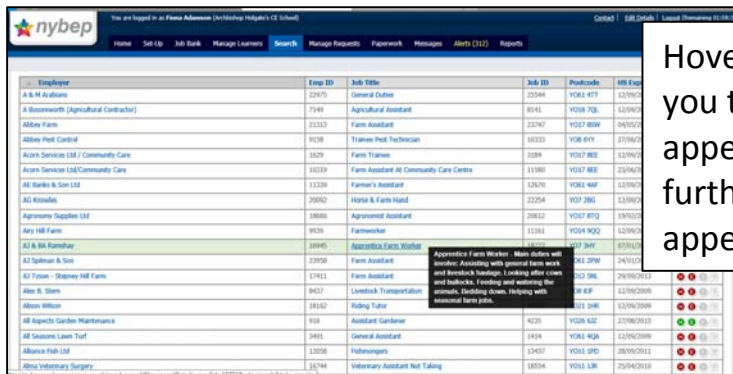


Use the following user name and password to access the site.

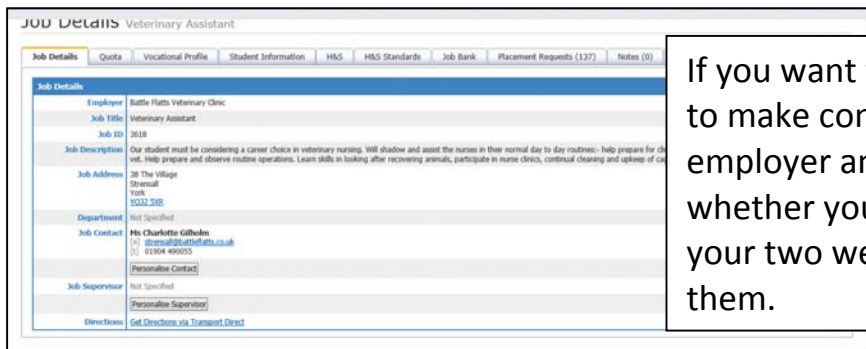
Name **archbishop16**  
 Password **archbishop16**



Using the search area you can look for possible placements. This can be done through sectors, the company name or postcode. Too much detail can make this difficult eg post code use YO10 only.



Hovering over Job Title will allow you to see a job description, if it appeals double click on it and further details and contacts will appear.



If you want this job **YOU** need to make contact with the employer and ask them whether you could carry out your two week placement with them.

**NB** before making contact it is important to write down the things that you need to ask, remember to be polite and if they are in agreement to have you for the two week period ask them if it would be possible to organise a time to come in and have your **AGREEMENT FORM** signed.

In summary, it is the **pupil's responsibility** to make contact with possible employers by phone to see whether they would be willing to offer them a work experience placement on from the 18<sup>th</sup> April for two weeks. Unless asked to do so **do not send an email**- these are rarely responded to and can delay a placement being awarded.

When a placement has been verbally agreed complete the **Verbal Agreement Form** and hand in to your **form tutor** who will then pass on to Mrs Adamson. Please do not pass them directly to me as they do need to be registered by your form tutor.

Please indicate if you have used the website or have used your own resources to find a placement.

NB. Although you can work with a parent it is advisable to find a placement with alternative employers.

I will then provide you will a **Formal Agreement Form** which will includes a risk assessment, this must be taken to the employer to sign and will also require pupil and parent/guardian signatures and returned **via your form tutor** to Mrs Adamson.

Any issues throughout this process please can pupils see Mrs Adamson

Many thanks and successful placement hunting. Mrs Adamson

Verbal agreement form: To be handed in to Mrs Adamson **via form tutors** by **4th November in order to raise an Agreement Form. PLEASE COMPLETE ALL THE RELEVANT AREAS**

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

**Please write in blocked capitals this must be completed in detail**

**Contact name** Mr/Mrs/Miss/other \_\_\_\_\_

**First name** \_\_\_\_\_ **Surname** \_\_\_\_\_

**Contact Telephone** \_\_\_\_\_

**BUSINESS SECTOR** \_\_\_\_\_

**BUSINESS NAME**

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**BUSINESS ADDRESS**

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**POSTCODE** \_\_\_\_\_

**Please tick**

**NYBEP placement**  therefore **Job ID number** \_\_\_\_\_

**Own placement**

If you are doing an **Own** placement please write a brief job description and responsibilities that you will undertake.