

TRINITY ACADEMY



Work Experience Guide

FAQ for Parents



FAQ for Parents

Dear Parent/Carer,

Over the years we have found that parents often have a lot of questions regarding the Work Experience programme. This Frequently Asked Questions (FAQ) booklet is designed to answer a lot of the common questions and concerns that parents have been in contact to discuss or have been passed on by the Parent Council. I hope that you will find this resource useful as your child embarks on establishing their work experience placement.

We would also like to welcome any other questions which you feel may be missing from this FAQ and will ensure they are included in future versions of this guide. If you still have questions after reading this guide, then please, do not hesitate to contact the school.

Sincerely,

Mr James Todd

Depute Head Teacher

WORK EXPERIENCE KEY DATES:

NHS Application Deadline

24th August 2018

Self-Found Request Deadline

7th September 2018

GTG Application Deadline

21st September 2018

WorkIt Placement Deadline

29th September 2018

Work Experience Week

22/10/18 – 26/10/18



FAQ for Parents

What is the purpose of work experience?

Work Experience is designed to give all pupils, in both S4 and S5/S6, the opportunity to engage with employers and have access to a real world employment experience. This gives every young person the chance to experience the world of work in a safe, controlled and short term approach which is designed to build confidence, promote curiosity and get pupils thinking about the next stage of their lives after school.

Every pupil will have a different approach to work experience depending on what it is they wish to get out of the placement. Young people may...

- ...have a specific career in mind for the future and would like to try out the role to ensure they are on the right pathway.
- ...wish to gain real world experience in a specific occupation that they wish to pursue. This can be useful for including in applications for jobs, college and university courses etc. For some applications a reference to a work experience placement is essential if you wish to be a successful applicant. For many UCAS courses, appropriate work experience can give an applicant an edge over others
- ...have no specific career plans but may have an idea about an employment sector that they would like to work in or indeed they may have absolutely no idea what they want to do. For these young people work experience is really crucial as it allows them to try out an occupation and either discard or pursue it based on the success of the placement.

Further Information:

<https://www.allaboutcareers.com/careers-advice/work-experience/why-is-work-experience-important>

Is it about giving pupils experience of the process of applying for jobs?

Absolutely. Few pupils will have completed a formal application before and the application aspect of setting up a work experience placement gives pupils a context and a real world opportunity to go through a realistic application process. This will be required if they are completing a "Self Found" application or applying for one of the pre-arranged opportunities or one of the placements via the WorkIt website (a web application with prearranged placements that pupils can book.)

From previous Personal and Social Education (PSE) classes, pupils will have been shown the Skills Development Scotland "My World of Work" website where they will be able to login to their account, complete a CV and analyse their own skills and qualities. This is a good resource which they should be encouraged to use and will enable them to complete a high quality application.

This session, work experience is being launched in school via year group assemblies. The application for the work experience placement is an important aspect of this and is discussed, along with all other aspects of work experience at this assembly.



FAQ for Parents

What are the different types of work experience application?

There are three different types of work experience application:

1. **WorkIT Placements**

WorkIT is a web application which provides pupils with an online database of pre-approved work experience placements which are available during your child's work experience week. Your child will have a unique login to access the WorkIT site and they can then apply for vacant work experience placements. Pupils must remember to complete their profile on the site before applying for a placement. Please note that the WorkIT website does not offer placements in every role or sector; in this instance a self-found should be pursued.

Further Information: <http://www.workit.info>

2. **Self-Found Placements**

All pupils doing work experience will be issued with a self-found form to allow them to arrange their own work experience. Once the form is completed it should be submitted to the school office and they will inform Gateway Shared Services, who will contact the employer, carry out Health & Safety checks and ensure that the employer has appropriate liability insurance. Due to these checks needing to be completed, self-found applications must be submitted at least 6 weeks prior to the start date of the placement.

Further Information: <http://www.hse.gov.uk/youngpeople>

3. **Specialist Placements**

On the WorkIT website there are some specialist placement providers who will require an additional application. These usually have an earlier submission date and this is detailed on the application. The school usually distribute copies of the NHS application at the initial assembly and through Pupil Support Leaders. Another specialist provider on the site is GTG Training (on behalf of Arnold Clark). Details of specialist applications will feature in the placement details.

What sort of lead time is there before work experience placements start?

This year we will be launching S4 work experience before the summer holidays in via year group assemblies. Pupils will be issued WorkIT logins, self-found forms and will have the whole summer to arrange a placement. If nothing is arranged during this time there will still be time to sort out a placement when pupils return to school in August. This will provide approximately 4 months of lead time.

This year, the S5/S6 work experience had been launched in March, prior to the Easter break. While this is a busy time with folio submissions and exam revision, this allows pupils ample time to coordinate their second work experience placement for the first week in June. This will provide approximately 3 months of lead time.

NB Pupils will have already been through this process earlier in the session so should be more confident and familiar about arranging a work experience placement.



FAQ for Parents

What does the school do to help pupils arrange their work experience?

This year we are launching our work experience programme with year group assemblies, disseminating all associated paperwork (including WorkIT logins) and have provided pupils with all deadline dates for applications.

The WorkIT website will be demonstrated during the assembly so that pupils know how to request a placement. The self-found paperwork and other applications will also be explained. Pupil Support Leaders will have contact with S4 pupils throughout the year, depending on the PSE/RMPS/PE rota. S5 pupils will be offered 1:1 support as required, having previously been through the work experience programme they should be able to arrange this independently.

If in doubt about any aspect of work experience, your child should see their Pupil Support Leader for assistance.



Why are there two work experience placement weeks held in the same academic year?

The first work experience placement is arranged for S4 pupils in October. This is the largest work experience session of the year and is crucial for providing all young people with at least one work experience placement. Some S4 pupils may leave school after their SQA examinations in May and this ensures that they have had some exposure to the world of work.

The second work experience placement is arranged for new S5/S6 pupils in June. These pupils will have recently completed their S4 exams and this placement is included as part of the S5/S6 induction programme.

Because it is likely that pupils will also be undertaking Higher courses in S5/S6, completing the work experience before the new courses have started ensures there is no interruption to the learning and teaching of these courses – which are more rigorous than the National courses studied in S4. Also, having both placements close together allows the pupils to reflect better upon their first placement. They can then arrange a return visit to give them additional time in their chosen occupation, or they can try something else that may be related or alternatively, something completely different.



FAQ for Parents

What sections in WorkIT do I need to focus on?

1. Click on **PLACEMENT SEARCH** to search the database for a placement.
2. Click on **PROFILE** to complete the WorkIT database profile. This will need to be updated since the last work experience. Employers review the profile before deciding whether to accept a placement request.
3. The **SUPPORT DOCUMENTS** section contains the Self-Found application form. This can be emailed to employers and completed digitally if preferred.

WORKIT pupil

Your account | log out Welcome back, [redacted] of Trinity Academy

1 placement search

flexible placement search

Start Date	Opportunity	Date Requested	Request Status	Last Updated
23/10/2017	Library Assistant Edinburgh College (Granton Campus)	28/09/2017 10:34	Booked	28/09/2017 15:53

2 profile

3 Support Documents

Self Found & Extended Form and Letter of Understanding - Updated 27/09/2016

Home | About WorkIT | Our Partners | Privacy Policy | © Gateway Shared Services 2001 - 2018

The other sections of the site are worth exploring but do not affect how you book a work placement. Feel free to complete any further sections that you would like.

The questionnaires section can be particularly useful as this can help pupils who are unsure about which placement to pursue



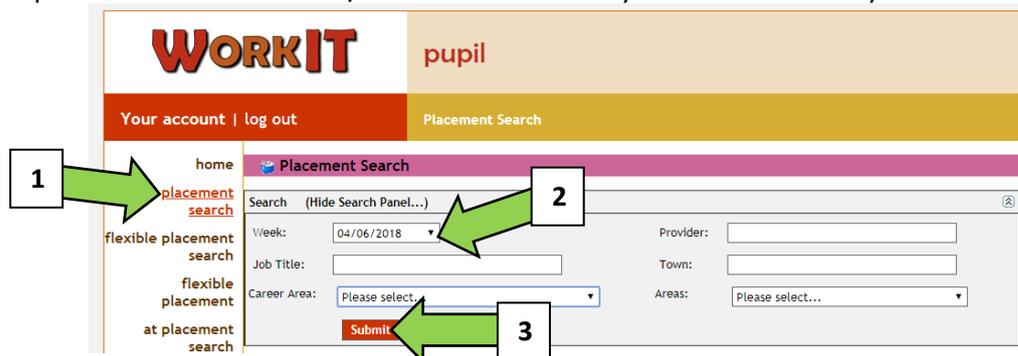
FAQ for Parents

My child says there are no placements available on WorkIT – is this likely?

WorkIT contains a large database of work experience placements but it does not contain an opportunity for every possible career – only those that have been put forward by companies. Your child may have found that, when they searched for a specific occupation, there were no placements available in that field. This is certainly possible.

How can I see every placement that is available via the WorkIT website?

1. Login to the WorkIT website (<http://www.workit.info>) and click on PLACEMENT SEARCH in the navigation menu.
2. Change the week to the week your child will be going on work experience.
3. Do not enter any other values and click the SUBMIT button. This will then display every placement in the database, which can be useful if you are unsure what you would like to do.



Can I help the school and offer to provide a work experience placement for Trinity Academy pupils to use?

Absolutely! We are always looking for opportunities for our pupils. Please contact the school and ask to speak to Mr Todd who will take your information and either organise some self-found paperwork or link you up with Gateway (who manage the WorkIT web application) to register for long term work experience options.

We would encourage all parents to explore their own professional networks and identify any opportunities that could be used to enhance our work experience programme. This is a local resource that we are keen to develop for the benefit of our pupils.



FAQ for Parents

There is nothing on WorkIT. What should I do to arrange a self-found placement for my child? (Also, is there any support with this?)

The school would suggest that you:

- 1) Get your child to contact friends or family who work in a sector that your child is interested in doing their work placement in. You are enquiring to see if their employer can provide work experience.
- 2) Get your child to contact local businesses to see if they can provide work experience, Please note - phone calls are often more successful than email requests.
- 3) Trinity Academy Parent Council may be able to help find a suitable placement through the network of parent contacts. You can make contact with them via their webpage: <http://www.trinityparentcouncil.org.uk> or via their Facebook page (search Trinity Academy Parent Council to locate).
- 4) Don't forget to submit the self found placement form in good time

What are the deadlines for this year's work experience?

NEW S5/S6 WORK EXPERIENCE:

WorkIT applications should be submitted online by the suggested date of **Friday 20th April 2018**. These are accepted or rejected by the employers and within the placement details (example on page 7) it will clearly state the minimum notice required to arrange the placement. We would encourage all pupils to act early to ensure they secure the placement they would like.

NHS Lothian applications should be submitted by **Friday 6th April 2018**.

Self-found applications should be submitted to school office by **Friday 20th April 2018**.

GTG (Arnold Clark) applications should be submitted by **Friday 4th May 2018**.

NEW S4 WORK EXPERIENCE:

Dates for this will be included in the work Experience packs before the summer.

Normally, WorkIT applications are due to be Submitted at least 6 weeks prior to placement.

Specialist suppliers will be specified closer to the work experience event.





FAQ for Parents

Why does a work experience placement last for a full working week and is this too long?

As WorkIT provide work placement services for most of the high schools in Edinburgh, the school must book a work experience week at the start of the year. Trinity books two slots per year, one for S4 pupils and then another for S5/6 pupils.

We believe that giving pupils the chance to complete a full working week provides the best “real world” experience for young people. It also gives pupils the chance to see how the duties and work throughout the week may vary or relate to earlier tasks as the week progresses.

If you cannot secure a full week of work experience please ensure you inform your child’s Pupil Support Leader. If a pupil has no work experience arranged they should attend school as normal.

What quality of work experience can parents expect?

The quality of the work experience may vary depending on the provider as each provider designs their own work experience programme. Generally, pupils are involved in a range of tasks that are common to the role of their placement and employers strive to provide engaging, skill related experiences.

If pupils are having any problems or have concerns about their work experience when they are already on placement they should feel free to contact the school for advice or they could try to discuss this with the placement provider.

Further Information:

https://education.gov.scot/Documents/DYW_WorkPlacementStandard0915.pdf





FAQ for Parents

WORKIT

pupil

Your account | log out

View Placement Details

- home
- placement search
- flexible placement search
- flexible placement
- at placement search
- sqa unit
- learning plans
- learning logs
- workit out
- case studies
- profile
- news
- activities
- questionnaires
- help
- eEquip archive

View Placement Details

Catering Assistant

John Lewis Partnership (Edinburgh) <http://www.johnlewispartnership.co.uk>
 69 St James Centre
 Leith Street
 Edinburgh
 EH1 3SP

Business Type: Retail and Sales

Mrs Maria Ewing
 Operational Support Coordinator (Canvass contact)
 Tel 0131 525 8434
 Email maria.ewing@johnlewis.co.uk



Get Directions

Job Description

Pupil will assist in maintaining tables, clearing for customers and generally assisting customers as required. They will also assist on counters although duties will be limited due to health and safety.

Days & Hours of Work
 Monday to Friday: 8.55am - 4.30pm.

Lunch
 Lunch will be provided.

Dress Code
 Smart appearance and dress code required. Long hair required to be tied up due to food safety standards. Dress code will be confirmed at interview.

Additional Info
 A pre-placement interview is essential. Pupil must contact Maria Ewing at least 2 weeks in advance of the placement to make arrangements. Failure to do so will result in the placement being withdrawn.

Pupil Contact Required
 You will be required to make contact with the employer prior to the placement. Please see the "Additional Info" above.

Health and Safety

Employers Hazard Identification
 Low

Employers Control Measures
 Falls from height - pupil not allowed to work above a fall height of 1.5m
 Manual handling - Instruction. Pupil prohibited from lifting anything too heavy or awkward.
 Slips/Trips/Falls - Keep areas tidy, clear any spillages, deploy warning signage, instruction.

Local Authority Health & Safety Notes
 Students will receive a health and safety induction that will cover training in: workplace hazards, prohibited areas/equipment, evacuation procedures, welfare facilities and accident reporting procedures. Students are not working at height or doing any manual handling, handling out with their capabilities or using sharps.
 Students are under supervision.

Personal Protective Equipment

To be supplied to student

Job Card

Request placement

Chose the *correct date* below and click on the 'Request' button.
 If you are AT ALL unsure, check with your coordinator immediately.
 Requesting the wrong date or type of work (even by mistake) may result in you missing the opportunity best suited to you.

Start Date: Request

Appendix 1:
 Example placement from
 WorkIT web application.

[Home](#) | [About WorkIT](#) | [Our Partners](#) | [Privacy Policy](#) | © Gateway Shared Services 2001 - 2018



FAQ for Parents






Work Placement Services
Gateway Shared Services
223 Castlemilk Drive
Glasgow
G45 9JY

East Lothian enquiries 0141 270 6116
Edinburgh enquiries 0141 270 6118

Fax 0141 270 6122
Email beelwex@ceg.org.uk
Web www.workit.info

Work Placement Self Found / Flexible Placement Form

1 Employer details –
The name and Head Office address of the organisation. Workplace location is where the pupil is based.

Name of Organisation		
Nature of Business	Number of Employees	
Head Office/HQ Address		
Postcode		
Will the work placement take place at this location? YES <input type="checkbox"/> if not, please provide the location address:		
Workplace Location Address		
Postcode		
Placement Supervisor	Job Title	
Tel	Email	
Work placement title		
Have you hosted this work placement in the last 12 months?		
<input type="checkbox"/> Yes - please complete sections 2, 3, 6 and 7 <input type="checkbox"/> No - please complete the remainder of this form		

2 Placement details

Placement description - Please detail the type of tasks and duties the pupil will undertake.

Days of work	Start date	End date
Hours of work: Start time	End time	
Lunch Options: (please tick)	Employer to provide <input type="checkbox"/>	Packed lunch <input type="checkbox"/> Canteen on site <input type="checkbox"/> Buy locally <input type="checkbox"/>
Dress Code: (please tick)	Smart <input type="checkbox"/> Smart/casual <input type="checkbox"/> Sportswear <input type="checkbox"/> Dancewear <input type="checkbox"/> Industrial <input type="checkbox"/>	
Additional Requirements – pre-placement interview or contact, mandatory schools subjects, travel arrangements		

3 Pupil details

Pupil Name	Class
School	Teacher

Appendix 2:
 Example "self-found"
 placement form.
 (NB: page 1 of 3)