


STUDENT/PARENT GUIDANCE about WORK EXPERIENCE

Our **Mploy Student**  **MPLOY STUDENT** service provides a range of work related learning services to academies, schools and colleges including work experience. Our team are highly qualified and experienced with a vast knowledge and experience of dealing with both schools and employers. Each year we enable thousands of young people to benefit from work experience placements whilst ensuring this takes place in a safe and structured manner.

Work experience is proven to be one of the most effective tools for preparing young people for their adult working life. For most it offers a valuable insight into the world of work but, for many a work placement will help with important decisions about their choice of future career. For others however, work experience can be a mandatory component of a course of study. A placement enables students to:

- Experience working life as an employee
- Find out about different jobs, the people who do them and the qualifications needed for that career path
- Use skills learned at school and develop new ones
- Gain confidence and take increased responsibility and build up their employability skills

THE WORK EXPERIENCE PLACEMENT

There are two ways a placement can be arranged either via a self placement or via a job book. Placements usually take place during term time of Year 10 or 11 or in the sixth form for either one or two weeks - on dates previously agreed between school and Mploy Solutions

Self-Placement - This is the preferred route if you have an interest in a particular job area or if you have a family friend or relative you wish to be placed with. Many employers will only offer placements to students showing an interest in their type of work, for example, vets, legal & media. In other job areas such as sport & leisure, construction trades and engineering it is better to self place due to a limited number of opportunities being available.

Job Book - This is sourced by Mploy Solutions from our extensive database of employers who have offered to support young people on work experience and comprises thousands of employers across all industry sectors.

HOW THE PROCESS WORKS

- Mploy Solutions agrees dates of the placements with school
- Students are briefed at school about what to expect and how to get the most out of it
- All students complete an application and are asked to choose 3 **different** types of work you would like to try. You must also indicate which areas you can travel to for your placement
- If self-placing, students collect a form from school, complete the student section and get relevant sections completed by the employer and parent/carer
- Students not self placing are matched to placements from the job book
- Details are sent home (including a health form which must be completed and returned with all other paperwork)
- Parents, students and employers sign forms and return by deadline
- Prior to placement, students must contact the employer to finalise details

HEALTH & SAFETY

Mploy Solutions is committed to ensuring a safe working environment for all students and employ highly experienced Health and Safety Assessors accredited by NEBOSH. They visit employers to check that:

- Employers Liability Insurance is in place and covers students on work experience
- Adequate supervision and training will be provided for the student
- The environment is suitable for young people
- Employers understand the importance of Child Protection

When arranging a self-placement you **must** make sure that the employer has Employers Liability Insurance and that they are happy for Mploy Solutions to carry out a Health & Safety check at their premises, as without this the placement cannot proceed.

We hope you find the above information useful. Following the guidelines should lead to a successful placement.

Just a few further points to consider

At the start of the process:

- If you want a particular job, choose to self place - collect a self placement form from school and find your own placement making sure you return the completed paperwork to school within the deadline given
- Check if the type of placement that interests you likely to be available in your local area?
- Think about how you are going to get there? (i.e. cost of travel or is it in a place that you'd need someone to take you to by car)?
- Be realistic and think what you will be allowed to do on the placement? Certain jobs will involve a lot of observation as students don't have the skills required to carry out certain skilled tasks (i.e. hairdressers, vets)
- Remember that you will not receive any payment whilst on a work experience placement

Just before the placement:

- Do contact the employer to confirm your placement
- Ensure you have made your transport arrangements
- Think about what will you wear, are there any special requirements?
- Where and who will you report to on your first morning and what hours will you work?
- Ensure you ask the employer to explain the Health and Safety arrangements to you before you start.

How can parents/ carers help?

- Discuss realistic work experience options with you son/daughter
- Please make sure that all paperwork is completed and returned by the school deadline (including the Health Form)
- Take an interest in the placement, and once it's started, ask how it's progressing
- Encourage your son/daughter to get the most from their placement by:
 - ❖ Making contact with the employer before the placement start to finalise details
 - ❖ Being enthusiastic, willing and communicating with work colleagues
 - ❖ Following instructions, especially those concerning Health and Safety

For further help or information, please contact the Team at:

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