

**Work Experience for Students at University Technical College Norfolk  
Monday 11<sup>th</sup> July to Friday 22<sup>nd</sup> July 2022**

**Information for Parents/Carers**

Students will shortly be starting the process for organising their Work Experience placement. The information below is to inform you of the procedure students will go through and to answer any questions you may have.

**How are Work Experience placements organised?**

The process for arranging a placement is as follows:

1. Students will attend a presentation in school to find out about the Work Experience process and receive relevant paperwork.
2. Students will start to look for a suitable work placement by searching online or using their own contacts (e.g. family or friends). Suitable employers of interest can be approached to ask about the possibility of a Work Experience placement. **(Please avoid placements of a 'dangerous' nature – E.g. Security, heights, dangerous equipment, building sites etc).**

It is recommended that students consider:

- a. The type of companies/industry that they would like to approach
  - b. Where the company is based and how they would get there
3. Students can approach employers by visiting in person (this approach is usually the most successful), telephoning or sending an email. It may be the case that students need to contact an employer several times before receiving a response. They need to be persistent!
  4. Once the student has an agreed placement, the student will complete the Employer Details Form listing the employer's contact details and the types of work activities planned.
  5. The Employer Details Form needs to be returned to the Library by **Friday 4<sup>th</sup> March 2022** and a Health and Safety check will be undertaken to ensure the employer meets the standards specified by government regulations.
  6. Two weeks before the placement is due to start, students should contact their employer to confirm start times and any further details.

**Are there Health and Safety considerations?**

Work Experience can be arranged in most areas. However, there are some activities which have a high risk of injury and therefore should be avoided by young people. The school will decide whether the risk is acceptable. Employers are required to ensure that the students are always supervised, whether participating in a work activity or observing someone else.

The following legislation applies to the Health and Safety of students undertaking Work Experience.

- The Health and Safety at Work etc. Act 1974
- The Education Act 2002

- The Management of Health and Safety at Work Regulations 1999
- The Children's Act 2004
- The Protection of Children and Vulnerable Adults Order 2003

These Acts and Regulations define young people on work experience as employees for the purposes of legislation. This means they are required to take responsible care for the health, safety and welfare of themselves and anyone else who may be affected by their actions. You should ensure that your child understands this.

#### **Are there insurance considerations?**

The Association of British Insurers, the British Insurance Brokers and Investment Brokers Association and Lloyds of London have agreed that students on Work Experience placements should be treated as employees for the purposes of insurance against personal injury, i.e. they will be covered by the Employers' Liability policy provided that the insurer has been notified.

#### **Do I need to complete any paperwork?**

Yes, it is important to have your written consent well before the start of the Work Experience placement so please complete the consent form and return it to Vicki Fry (Work Experience Co-ordinator) as soon as possible. There is also a section on the consent form for you and your child to share any other information which you feel is relevant, particularly relating to any additional learning needs or health conditions. Please see the consent form for details.

#### **How can Parents/Carers help?**

Young people need to be motivated if they are to benefit from the opportunities that a Work Experience placement presents. Parents/Carers can encourage their child to explore possible placement opportunities and support them through the process of approaching employers. Parents/Carers can also assist their child in meeting the deadline for handing in their Work Experience paperwork which is **Friday 4<sup>th</sup> March 2022**

Thank you again for your support for our students. If you have any other questions, please contact Vicki Fry – [Vicki.Fry@utcn.org.uk](mailto:Vicki.Fry@utcn.org.uk) or **07498 210087**