

2nd December 2021

Dear Parents/Carers

**Work Experience for UTCN T-Level foundation Students  
Tuesday 18<sup>th</sup> January to Friday 21<sup>st</sup> January 2022**

Work Experience for T level foundation students will be held over a 4-day period in January 2022 (dates above). 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 have been briefed on the expectation to find a work experience placement as part of their course and we have been working with them since October with helpful tips on both looking for and securing work experience.
2. Students should have now started looking for (and maybe even secured) a suitable work placement. Consent/agreement forms for parents, employers and students themselves will be sent home within the next week.

Students should have considered:

- a. The type of companies/industry that they would like to gain experience with
  - b. Where the company is based and how they will get there
3. Students could have approached 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! Should the student not have confirmed any placements to us by 4pm on Wednesday, 8th December, a placement will be found by UTCN.
  4. Once the student has an agreed placement, the student will complete and sign the agreement form, ask parents to complete the consent form and employers to complete the Health and Safety form.
  5. The Employer Details Form needs to be returned to the Work Placement Co-ordinator by **Wednesday 15<sup>th</sup> December** to enable a Health and Safety check to be undertaken to ensure the employer meets the standards specified by government regulations.
  6. On return to UTCN in January, 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 before the start of the Work Experience placement so please complete the consent form as soon as possible and return it to Vicki Fry (Work Placement Co-ordinator). 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.

#### **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 help by encouraging and supporting them through the process of work experience. Parents/Carers can also assist their child in meeting the deadline for handing in their Work Experience paperwork which is **Wednesday 15<sup>th</sup> December**

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**