
WORK EXPERIENCE REMINDERS (MRS UNWIN)

- This is next week 18-22nd May



YEAR 10 WORK EXPERIENCE

- This has been a mammoth task this year, but we have nearly 130 students going out next week which is about 64% of the year group.
- This is a huge achievement so a big thank you for helping the students find placements . Not an easy task with insurance and age restrictions. You've all been very inventive and have thought outside the box to find places.
- Unifrog has had a few teething problems, but once the students get used to using it, it is an invaluable tool for careers information and work experience.

BEFORE THEY GO

- Check the first day instructions – who your child is meeting, where etc
- Dress code
- What is happening on first day
- Check how they are getting there, and the travel time – account for rush hour traffic etc
- If they need to bring anything
- Lunch arrangements – do they need to take packed lunch/drinks

FIRST DAY- HEALTH & SAFETY PLUS INDUCTION

- There should be some sort of Health & Safety instructions – if not they need to ask
- Fire bell/meeting point
- Do they need to sign in and out – e.g. if they go to lunch
- Do they need to wear an ID badge
- Where to go for First aid
- Any Hazards/no-go area, have they got PPE/Boots if they need it
- Do they have a no-mobiles rule?

ILLNESS OR RUNNING LATE

- This is a business and the students are being “employed” for the week, so if they are ill, or running late, or have an appointment; then they, or you need to ring in and explain and apologize as soon as possible in the morning

RESILIENCE

- Might not be what they expected – might be boring/hard work
- The company may not be able to accommodate/occupy them all the time
- Be proactive – see if they can see things that need doing or suggest things – be enthusiastic
- Ask questions and find out about the business. If they would maybe prefer to work in a different department or area, ask if that's possible.
- It *is* going to be very different from school.



CONFIDENTIALITY

- They may come across confidential information or be included in meetings covering this. Make sure they don't talk about issues like this out of the workplace
- Check if they are allowed to post anything on social media about their your work experience – there may be rules/security concerns from the company

RESPECT AND MANNERS

- This could be a future employer
- If all has gone well, they could ask them to be a Referee for future applications
- Or ask about Saturday/summer holiday jobs that are paid maybe
- The employer **will** feed back to the school about the student
- They are also representing Mark Rutherford, and in some cases yourselves or members of your family – make them proud of themselves



JOURNAL

- Fill in the work experience journal please and either load it onto Unifrog or bring it in after half term
- Please, if they're allowed to take photos at the company, do, and send them to me at school:- Careers@mrus.co.uk



AFTER HALF TERM

- There will be a lesson off timetable the first day back so they can share their experiences with the rest of the class
- Please bring in the journals and hand them to Mrs Unwin.

THE EMPLOYER

- Has a duty of care towards your child – they should at the minimum go through Health & Safety info – fire, evacuation procedures, toilets, first aid etc and they should feel safe working there
- If there are any problems and the student doesn't feel safe, or something goes wrong, or someone's not behaving appropriately towards the student, either contact Mr Taylor or myself at school.
- We will check in with the employer at some point throughout the week to check everything's going ok



ANY QUESTIONS?