

## **“Handy Tips” when finding a work experience placement**

### **The student is finding it difficult to obtain a placement**

The first point of contact would be *family or family friend's connections* rather than using the database. The database is merely a record of contacts who have taken a work experience student in the last 3 years (including those that acquired it through family contacts).

### **The student cannot find any placement in a particular narrow career field or has no idea what they want to do as a career**

Only a small minority of Year 10 pupils would have a clear career in mind at this stage and this is not the primary focus of work experience.

Ultimately, work experience is about wider employability skills, working with a new diverse range of people, developing confidence, demonstrating good reliability and timekeeping. Even if they end up disliking their placement it may help to focus their minds on their future options!

There are lots of resources available through the careers page on the school website to gain ideas/inspiration - <https://fulford.york.sch.uk/careers/> including the Buzz Quiz - <https://icould.com/buzz-quiz>

### **The student has lost their paperwork, what should they do?**

All copies of paperwork will be uploaded to the school website (Parents letters – Year 10) and can be printed off from there.

The information will also be available on the Careers Page.

<https://fulford.york.sch.uk/letters/>

<https://fulford.york.sch.uk/careers/>

### **The student has sent some emails off but been rejected/the position is unavailable?**

Nothing beats the personal touch. Please encourage them to pop into a workplace in person with the form requesting a work experience placement.

### **What happens if the employer liability insurance is due to run out by the placement on week commencing 23<sup>rd</sup> May 2022?**

NYBEP will contact the employer for the details of a valid insurance policy prior to placement

### **What do students need to bring back to the PSU office by 7<sup>th</sup> January 2022?**

Students need to bring back the employer work experience agreement form which gives written confirmation that the employer has agreed to the placement as well as their employee liability insurance details.

### **Is it possible to send documentation through electronically?**

Yes it is but the form will need to be scanned after written signatures have been obtained (by employer and parent/carer)

### **Is there financial assistance available to support travel costs whilst on placement?**

Some students may be eligible for financial assistance to support travel costs – please contact Miss Sarah Birkby in school in the first instance