
Strathearn School

Work Experience Policy

Version History: Approved by Board of Governors

Date	Amendment
02/2020	
January 2024	AG



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1 Introduction

Strathearn School is committed to running a meaningful Work Experience Programme for all pupils in L6. This programme runs for a continuous period of 5 days and is held in June. Pupils can have one placement during the designated week, or a range of placements. Pupils can attend work experience on other days within the School's timetabled calendar with the prior permission of the School, placement provider and parents. The majority of placements are arranged by the pupils through personal contacts or by contacting a local employer directly. A number of organisations, notably the Health Trusts, have placements managed by Work Inspiration.

The EA 'Work experience arrangements for Controlled, Maintained and Irish Medium schools. September 2019' document (quoting 'Preparing for Success' CEIAG, 2009) states:

"Work-related learning experiences are the opportunity for planned and appropriate experiences of the world of work to increase learners' motivation, develop their employability skills and give relevance to their learning programme. Appropriate experiences of the world of work can increase the learner's motivation to learn across the curriculum and give relevance to their learning programme and increase their knowledge and understanding of the requirements of the world of work. Work-related learning experiences enhance the learner's self-awareness, develop their career exploration, career planning skills and help them make informed decisions about their future education, training or employment pathway. Experience of the world of work can make a major contribution to a learner's preparation for adult and working life.

The learning outcomes gained from work experience can provide an excellent opportunity for young people to enhance their employability skills through practical experience. Work related teaching and learning, of which work experience is a key element, can improve the transition from school to adult and working life and help raise standards by adding quality to a programme of Careers Education, Information, Advice and Guidance (CEIAG)."

2 Definition

Work experience is defined as 'A placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee but with the emphasis on the learning aspects of the experience'. (Dept for Education and Skills 'Work Experience: A Guide for Secondary Schools' 1/2/02).

3 Aims of the Work Experience Programme

The aims of our programme are:

- to develop the pupils' employability and skills so that they can gain an insight into skills and attitudes required by employers and particular sectors, and to develop, practise and demonstrate these skills in the work setting (e.g. recognising hazards, assessing and controlling risks, working with others, ICT skills);
- to assist pupils in making decisions about their future career aspirations by having a better understanding of changes in the world of work and the implications of these for their chosen career area;
- to help with the personal and social development of the pupils in terms of their motivation, self-confidence and interpersonal skills; and

- to develop understanding of a range of other areas including health and safety, economic and business issues, citizenship and environment.

4 Roles & Responsibilities

Board of Governors

- To ensure that the statutory requirements in relation to work experience are being met and that staff are facilitated in their relevant roles; and
- To provide normal School insurance for pupils and insurance indemnity cover for placement providers within Northern Ireland (Appendix 5).

Principal

- As delegated by the Board of Governors, to ensure that the statutory requirements in relation to work experience are being met and that staff are facilitated in their relevant roles.

Vice-Principal (Teaching and Learning)

- To ensure that all aspects of work experience provision are reviewed annually within the context of the School Development Plan;
- To allocate a week in June within the annual calendar for the Work Experience Programme; and
- To oversee the work of the Head of Careers in the delivery of the Work Experience Programme.

Vice-Principal (Pastoral)

- To identify any specific medical/pastoral information specific to pupils engaged with the Work Experience Programme which may need to be shared with employers, within the context of GDPR legislation.

Head of Careers

- To ensure that all documentation relating to the Work Experience Programme is up-to-date and reviewed annually;
- To ensure that documentation which contains personal information (from pupils and employers) is stored securely and in accordance with GDPR legislation;
- To take responsibility for sending information to, and collating information from, employers;
- To liaise with outside agencies with regard to work placements in specific careers areas, e.g. the Health Trusts;
- To provide annual analysis and feedback for SLT on the Work Experience Programme; and
- To ensure that the Work Experience Programme is suitable for the needs of pupils in Strathearn School.

Careers Teachers

- To collect and collate information from pupils (Appendix 1) in their Careers class(es), and from employers (Appendix 4); and
- To deliver the taught lessons which help pupils set up and prepare for their work experience placement(s).

Admin Support

- Under the direction of the Head of Careers, to send information to, and collate information from, employers; and
- To handle and store such information in accordance with GDPR legislation.

Wider staff volunteers

- To carry out in-person visits and/or telephone consultations with pupils on work placements. Each pupil should receive one visit/consultation through the week of work experience.

Parents

- To support their daughter, where possible, in sourcing appropriate work experience;
- To sign EV2C Form (Appendix 6);
- To ensure their daughter has provided them with all relevant information, including contact information for their placement; and
- To seek advice from the School regarding indemnity for work experience outside of Northern Ireland.

Pupils

- To identify and contact suitable work experience placements; and
- To provide information to their Careers Teacher using the Placement Information Form (Appendix 1).

Pupils should:

Prior to work experience week:

- Check that all required documentation has been received by School for their placement to go ahead as arranged;
- Return their EV2C – Consent Form(s), signed by a parent/person with parental responsibility for each work experience placement (Appendix 6);
- Contact the employer to determine key information regarding their placement e.g. appropriate clothing, lunch arrangements, relevant health & safety information, who to report to and when on the first day, etc. (Appendix 8); and
- Provide the School with this key information and visiting instructions (Appendix 7).

During Placement:

- On the first day of each placement complete the Health & Safety Induction checklist (page 7 of Work Experience Booklet (Appendix 10));
- Give their Employer the 'Employer Feedback Sheet' on Day 1 of each placement (Appendix 12);

- Complete the relevant sections of their Work Experience Booklet each day (Appendix 10);
- Follow all Health & Safety Instructions and work appropriately throughout each day;
- Contact the Employer and School if they are unable to attend any day of their placement and give an appropriate reason; and
- Thank their Employer at the end of each placement.

Post placement

- Return the Employer Feedback Form to their Careers teacher;
- Complete their work experience report and submit to Careers teacher (Appendix 17); and
- Complete Pupil Feedback Form (Appendix 13).

5 Health and Safety

The Careers Department in Strathearn considers the Health and Safety of its students as a top priority. The Health and Safety of pupils engaged with the Work Experience Programme is ensured through the following measures:

- Parental consent is sought before pupils embark on a placement;
- Employers are reminded of their own Health and Safety obligations in documentation which is sent before they agree to the placement in 'Important Information for Employers relating to Work Experience' (Appendix 3);
- Employers are asked to complete a Risk Assessment checklist;
- The importance of Health and Safety is stressed in careers classes before pupils go on placement and students are informed of the need to comply with employer guidelines regarding Health and Safety measures. Failure to comply will mean that students will be withdrawn from the programme;
- Pupils have to complete the Health and Safety Induction checklist (page 7 of the Work Experience Booklet, Appendix 10) on the first day of each placement and have this signed by the workplace supervisor;
- On the back cover of the booklet pupils are reminded that they have a duty of care to themselves and colleagues regarding their own Health and Safety and that of others;
- On the first day of each placement pupils give Employers a guidance statement on Promoting the Safety and Welfare of pupils (Appendix 18);
- Strathearn staff must ask pupils and Employers about any issues/concerns relating to Health and Safety on workplace visits.

6 External agencies

The external agencies consist of a range of public sector and private employers but also include a key player called *Work Inspiration*. Some placements, including those in hospital trusts, can only be accessed by going through this organisation who organise placements on behalf of Strathearn. They liaise with the Employers and the School and ensure that all paperwork is in place for these placements to proceed.

7 Placements outside our June Work Experience Programme

These cover a range of activities. Sometimes companies run Work Inspiration or Insight Days. In addition, some professional bodies run Open Days (speech and language, dietetics, pharmacy, physiotherapy etc), but these are coordinated through Work Inspiration. In these instances, approval is requested from the Principal and, if granted, pupils in L6 and U6 are emailed with the relevant information. Indemnities are forwarded to employers and all the relevant joining instructions are issued to pupils.

Some pupils request additional work experience and they are asked to complete an additional form (Appendix 15) and the EV form (Appendix 6) or bring a letter from a parent. The additional form requires the Employer's agreement to the placement and the approval of the Vice-Principal (Teaching and Learning) to ensure that the pupil is allowed to take time out of class to attend. Once the Head of Careers has received the completed form and EV form/parental letter, an indemnity form (Appendix 5) and a letter to the placement provider (Appendix 15) will be issued. The importance of Health and Safety is reinforced by the Head of Careers when the work experience form is returned, and a safety checklist is given to pupils who have arranged their own placements which they are told they must complete on day 1 of the placement. Pupils sign this form to say they are aware of these Health and Safety implications and that they must get the check list completed.

A number of additional Insight events are now completed via webinars. These are advertised to the pupils via the appropriate Microsoft Team and the pupil participates in the experience in an appropriate venue in School, usually the Careers room.

8 Policy Review

This policy will be reviewed every three years from the date it is approved by the Board of Governors, though amendments may be required within this period to reflect changes to guidance from DE/EA.

Appendix 1 – Pupils Initial placement information

L6 Work experience details – placement request form

Please PRINT the information

Name: _____ Form Class: _____

Careers Teacher: _____

Placement 1: _____

Dates: _____

Type of placement: _____

Name of organisation: _____

Contact preferred title: Dr/Prof/Mr/Mrs/Ms/Miss/None _____

(please delete as appropriate or state preferred title)

Contact name: _____

Email address: _____

(make sure the email address is completely legible and accurate)

Telephone number: _____

Address:

Postcode: _____

Work Inspiration: yes/no

Date emailed: _____

Appendix 1 cont.

L6 Work experience details – placement 2 request form IF APPLICABLE

Name: _____ Form Class: _____

Careers Teacher: _____

Placement 1: _____

Dates: _____

Type of placement: _____

Name of organisation: _____

Contact preferred title: Dr/Prof/Mr/Mrs/Ms/Miss/None _____
(please delete as appropriate or state preferred title)

Contact name: _____

Email address: _____
(make sure the email address is completely legible and accurate)

Telephone number: _____

Address:

Postcode: _____

Work Inspiration: yes/no

Date emailed: _____

Appendix 2 – Initial email to employers

Dear

Thank you for providing work experience for a Strathearn pupil(s) in June 2024.

Name(s):

Dates:

Careers Teacher:

Please find enclosed 'Important Information for Employers' relating to Work Experience, and a copy of the School's indemnity insurance cover for you to retain.

Please [click here](#) to complete the required information and to confirm that you are willing to accept the named pupil(s) on the dates stated.

Finally, the Education Authority, along with our own insurers, require proof that each work experience Employer holds suitable insurance. I would therefore be grateful if you could send me a copy of your insurance for our records. The following exemptions apply to this requirement: *This form is NOT required for placements at Controlled, Maintained and Irish Medium schools, EA controlled youth groups, any EA establishments or placements in the Health Trusts, or if you are a self-insured public body.*

Thank you again for your help and interest.

Yours sincerely



N Connery

Careers teacher

Principal

Encs

Appendix 3

Important Information for Employers relating to Work Experience – Northern Ireland

The aim of Strathearn School's Work Experience Programme is to enable all members of LVI to spend some time in an actual employment situation. We hope that the insight which pupils will gain into the discipline and relationships of the world of work will help them to make more informed career choices in the future.

Already, by taking part in informal discussions, personal interviews, brief industrial visits, listening to talks, reading books and watching DVDs, pupils have begun to make career choices but none of these is a substitute for direct contact with the challenges and demands of the work environment. We hope to place girls in all sections of the employment market, believing that what they learn will be of value even if it does not relate directly to their future career.

Pupils will be expected to keep a daily record of their experience in a Work Experience Booklet, carry out basic research and complete a work experience report. As a follow up they will be given the opportunity to analyse and assess their experience in discussions with teachers and fellow pupils.

Pupils on Work Experience will receive no payment from the firms concerned and students will be expected to cover their own expenses.

Employers will be responsible for ensuring that pupils are closely supervised in the work situation, but the School will remain in contact with them, and students should expect a visit from a member of the careers team.

We are delighted that you have agreed to be a placement provider. We also appreciate that it places on Employers a burden of responsibility. It is important to note that the main duty to ensure the Health and Safety of Strathearn students on Work Experience rests with the placement provider. The placement provider is responsible for students on Work Experience in exactly the same way as for any other young person they employ. Therefore, we ask that Employers undertake a Health and Safety briefing with our student(s) and complete the Health and Safety Induction Checklist on page 7 of the student's Work Experience booklet.

Pupils will be provided with normal School insurance cover and the Employer will be provided with insurance indemnity cover.

We are very grateful for all your co-operation with our Work Experience Programme.

Careers Department
Strathearn School

Appendix 4 Microsoft Data Collection Form from Employer – June Work Experience (2024)

<https://forms.office.com/e/WdbSxnFVhu>

<https://forms.office.com/e/WdbSxnFVhu>

**Strathearn School Work Experience Form for 17th
- 21st June 2024**

* Required

1. Pupil(s) Name *

Enter your answer

2. Employer Contact Name *

Enter your answer

3. Employer's/Company Name *

Enter your answer

4. Address Line 1 for site of work experience *

Enter your answer

5. Town for site of work experience

5. Town for site of work experience

Enter your answer

6. City for site of work experience *

Enter your answer

7. Post Code for site of work experience *

Enter your answer

8. Contact Telephone Number *

Enter your answer

9. Email address *

Enter your answer

10. Please confirm that you are able to provide work experience for the pupil(s) named in question 1
*


Yes

Appendix 4 cont.

10. Please confirm that you are able to provide work experience for the pupil(s) named in question 1 * 

Yes


No

11. Please confirm the dates for the work experience * 

Enter your answer


12. Please confirm the start and finishing time for each day * 

Enter your answer


13. It is the schools policy to try to visit as many pupils as possible during their week of work experience. These visits are usually unannounced as it is difficult to accurately plan visit times and we are aware that we may not be successful in meeting the pupil during the visit. If there are specific requirements you have regarding staff visits please outline below. * 

Enter your answer


14. Please state the job area(s) the pupil will be experiencing * 

14. Please state the job area(s) the pupil will be experiencing * 

Enter your answer

15. Please give a brief outline of the duties the pupil will be expected to do/observe. * 

Enter your answer

16. Please sign below to confirm you have received a copy of the school Indemnity Form. * 

Enter your answer

17. Please confirm you have contacted your insurance company to advise them that you are taking a pupil for work experience and that you have employer's liability and public liability insurance in place. Please send a copy of your insurance to info@strathearn.belfast.ni.sch.uk for our records.

* 

Yes


No

Not applicable - self-insured public body

Not applicable - a controlled, maintained and Irish medium schools, EA controlled youth groups, any EA establishments

Not applicable - Health Trust

Appendix 4 cont.

18. The following questions are designed to consider any Risks associated with the Work Experience placement. If you have a Company risk assessment in place, please feel free to email it to Strathearn School (info@strathearn.belfast.ni.sch.uk) and place the Pupils name and Work Experience in the Subject box. 


Enter your answer

19. Please give brief details of work to be undertaken by the pupil. * 


Enter your answer

20. Please state any requirements regarding dress code whilst on placement e.g. are there any rules/recommendations re appropriate clothing, jewellery etc. * 


Enter your answer

21. Are there any particular health and safety risks specific to the placement environment e.g.
-Layout of the workplace
-Physical, biological and chemical agents they may be exposed to
-How they will handle work equipment
-The extent of health & safety training required
etc. * 


Yes

22. If you answered YES to question 21, please give details below and state how the risk is managed or state NA * 


Enter your answer

23. Signature for employer * 

Enter your answer

24. Date * 

Enter your answer

25. Would you be willing to provide work experience for Strathearn pupils in the future. If you answer 'Yes', your name, Company name, address and contact details will be shared with pupils via a searchable spreadsheet. * 

Yes

No

Submit

Appendix 5 - FORM OF INDEMNITY – WORK EXPERIENCE SCHEMES

Name of Student				L6
Provider :				hereinafter referred to as the “Employer”
For period from	Click here to enter a date.	to		hereinafter called “the period agreed”


In consideration of the Employer agreeing to participate in the Work Experience scheme and to provide facilities (including the provision of any protective equipment or clothing which may be necessary) and supervision, and to comply with all Health and Safety legislation relating to the workplace at the times and for the period agreed, the Board of Governors of Strathearn School will indemnify the Employer, up to a maximum of £10,000,000 for any one occurrence, against:-

- 1 Legal Liability of the Employer to pay damages including Claimant’s costs and expenses in respect of Death, Bodily Injury or Disease suffered by the Student and caused by an event occurring whilst that Student was attending for Work Experience during the period agreed (except where the Employer is found to be negligent).
- 2 Legal Liability of the Employer to pay damages including Claimant’s costs and expenses in respect of Death or Bodily Injury of any person if such Death or Bodily Injury is caused by the Student whilst attending for Work Experience during the period agreed (except where the Employer is found to be negligent).
- 3 Legal Liability of the Employer to pay damages including the Claimant’s costs and expenses in respect of Loss/Damaged Property in the event that such damage is caused by the Student whilst attending for Work Experience during the period agreed (except where the Employer is found to be negligent).
- 4 Any claims, costs or expenses rising out of Death, Injury or Damage to Property where such claims, costs or expenses result from the negligence of a Teacher or Employee of the Board of Governors of Strathearn School whilst such Teacher or Employee is attending at the Employer’s premises for the purpose of monitoring the Student’s Work Experience placement.

It is a condition of this indemnity that the Student will not be permitted to drive, manage, control or move mechanically-propelled vehicles of any description, and indemnity will not be provided in any cases that arise from a breach of this condition.

If, during the course of the work experience placement, the Student is being transported in a mechanically-propelled vehicle of any description, the Employer shall ensure that that vehicle is insured for business purposes.

The School confirms that it has a current policy of insurance sufficient to meet its liabilities under the terms of this agreement.

Signed		Dated	
As Authorised Officer on behalf of Strathearn School			

Employer Signature:

Date:



Strathearn School

EV2(C) Consent Form (Own Transport)

Members of the Sixth Form will not be accompanied by a member of the School staff on this visit nor will the School be responsible for travel arrangements



Educational visits are an important part of the school curriculum and it should be appreciated that it is essential that the girls should co-operate completely with the staff on such occasions.

The Governors would assure parents that every reasonable precaution is taken for the safety of pupils whilst on visits, but they must point out that there can be circumstances in which the school may not be legally liable and which would not be covered by the School's insurance.

Each year the School issues details of the School's insurance to each family. A full copy of this is available from the School Bursar.

Parents may wish to consider the desirability of separate additional insurance for their children on such visits.

If your daughter does not return the completed form before the visit she will not be allowed to take part

I have noted the arrangements and I consent to my daughter:	
Name:	Class:
Visiting:	
For the purpose of: <u>Work Experience</u>	
Detail of any payment required:	
Any other relevant information:	
Date:	time:
Signature of Parent/Guardian:	Date:
Please return this completed section <u>to</u> :	by:



Appendix 7 - Directions to your placement

Work Experience: 19th – 23rd June 2023

**Directions to your placement
(one map per placement)**

Name of pupil ----- Class -----

Careers Teacher -----

Job area (eg teaching, law, engineering) -----

Contact name for placement -----

Company/organisation name -----

Address of placement -----

This should be the address of -----

Where you will be based. -----

INCLUDE postcode -----

Dates for this placement -----

Times available for visits -----

Map for visiting staff

**This should be detailed giving clear instructions to find placement
(one map per placement). For example, postcode, street number and
obvious landmarks e.g. 'Black door to left of X's bakery' etc.**

Appendix 8 - Work Experience check list

Checklist to be completed by pupil

Work Experience check list

Name: _____ **Class:** _____

You must complete the details below and show to your careers teacher prior to your placement

You or your careers teacher has written confirmation that you have been accepted by your placement _____

EV forms signed by a parent and returned to careers teacher _____

Map(s) given to careers teacher (one map per placement) _____

You will have spoken to your placement contact 1-2 weeks before placement to confirm details _____

Name of the person who you will see on the first day _____

Travelling arrangements _____

Start and finish time _____

Location _____

Dress code _____

Lunch arrangements _____

Date _____

Careers Teacher _____

Appendix 9 - May Letter to parents



May 2024

Dear Parent/Guardian

LVI Work Experience Programme: 17th to 21st June 2024 in Northern Ireland

You will already be aware that your daughter will undertake work experience in her Lower 6 year. The aim of this programme is to enable all members of Lower 6 to spend some time in an actual employment situation and thereby help them to make a more informed career choice. By taking part in informal discussions, personal interviews, listening to talks, reading books and watching DVDs, they have already begun to make career choices. However, none of these are substitutes for direct contact with the challenges and demands of the work situation.

Anyone who has been unable to secure a placement should speak to their careers teacher as soon as possible. If a placement has been secured, please check that the contact information has been handed in to their Careers teacher so the appropriate paperwork can be sent to confirm the placement.

The students are expected to keep a daily record of their experience by completing a 'Work Experience' booklet. As a follow up, they will be given the opportunity to analyse and assess their experience in discussions with teachers and fellow pupils.

Employers will be responsible for ensuring that the students are properly supervised in the work situation. In addition, the School will remain in contact with them on placement. I would ask that you remind your daughter that she has a duty to take care of her own Health and Safety and that of others who may be affected by her actions on work experience.

The students will be provided with normal School insurance cover and the Employer will be provided with insurance indemnity cover. Pupils on work experience will receive no payment from the firms concerned and will be expected to cover their own expenses.

It is your daughter's responsibility to make you aware of the details of their placement. I have enclosed a form which the girls should complete and for you to retain. The first page of their Work Experience booklet should also list these details.

Finally, I would like to thank all the parents who have provided Work Experience placements for Strathearn pupils and encourage others who may be able to offer placements for subsequent years to contact me. The majority of students and Employers are positive about this experience and recognise the benefits that result from this programme.

Yours sincerely

Alison Griffith

Head of Careers

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Appendix 9 cont.

**Work Experience Placement Information:
(to be retained by parent)**

Pupil's Name _____

School information

School Address: Strathearn School
188 Belmont Road
Belfast
BT4 2AU

Telephone Number: 02890 471595

School E-mail: info@strathearn.belfast.ni.sch.uk

Name of careers teacher: _____

Placement Information

Name of Employer: _____

Address of Employer: _____

Name of workplace contact: _____

Telephone number: _____

E-mail address: _____

Travelling arrangements: _____

Start time: _____

Finish time: _____

Dress code: _____

Lunch arrangements: _____

Appendix 9a - Follow up May/June letter to parents



May 2024

Dear Parent/Guardian

LVI Work Experience Programme: 17th – 21st June 2024, in Northern Ireland

You will already be aware that your daughter will undertake work experience in her Lower 6 year. The aim of this programme is to enable all members of Lower 6 to spend some time in an actual employment situation and thereby help them to make a more informed career choice. By taking part in informal discussions, personal interviews, listening to talks, reading books and watching DVDs, they have already begun to make career choices. However, none of these are substitutes for direct contact with the challenges and demands of the work situation.

As of today, , we have not been provided with the relevant paperwork from your daughter for some or all of the days regarding her placement. I would be grateful if you would discuss this with your daughter and ensure that the Form your daughter was given in Careers regarding the placement details, is completed and handed in to reception ASAP. A copy of this document has been uploaded to the Work Experience folder in the L6th Careers Team. This information is necessary to ensure that appropriate Insurance is in place for her whilst on placement and provides us with the relevant contact details to allow us to visit her/make contact with her Employer during the week. Without this information your daughter will be unable to participate in the opportunity to experience the world of work in, hopefully, a relevant field. A mandatory programme of activities will be in place in school for pupils who do not provide us with the required information.

Whilst on Work Experience, whether in an arranged placement or in School, the students are expected to keep a daily record of their experience by completing a 'Work Experience' booklet. As a follow up, they will be given the opportunity to analyse and assess their experience in discussions with teachers and fellow pupils.

Employers will be responsible for ensuring that the students are properly supervised in the work situation. In addition, the School will remain in contact with them on placement. I would ask that you remind your daughter that she has a duty to take care of her own Health and Safety and that of others who may be affected by her actions on work experience.

The students will be provided with normal School insurance cover and the Employer will be provided with insurance indemnity cover. Pupils on work experience will receive no payment from the firms concerned and will be expected to cover their own expenses.

It is your daughter's responsibility to make you aware of the details of their placement. I have enclosed a form which the girls should complete and for you to retain. The first page of their Work Experience booklet should also list these details.

Finally, I would like to thank all the parents who have provided Work Experience placements for Strathearn pupils and encourage others who may be able to offer placements for subsequent years to contact me. The majority of students and Employers are positive about this experience and recognise the benefits that result from this programme.

Yours sincerely

Head of Careers

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Appendix 9a cont. -

**Work Experience Placement Information:
(to be retained by parent)**

Pupil's Name _____

School information

School Address: Strathearn School
 188 Belmont Road
 Belfast
 BT4 2AU

Telephone Number: 02890 471595

School E-mail: info@strathearn.belfast.ni.sch.uk

Name of careers teacher: _____

Placement Information

Name of Employer: _____

Address of Employer: _____

Name of workplace contact: _____

Telephone number: _____

E-mail address: _____

Travelling arrangements: _____

Start time: _____

Finish time: _____

Dress code: _____

Lunch arrangements: _____

Appendix 10 - Booklet

GIRLS – YOU MUST REMEMBER THAT YOU HAVE A DUTY TO:

- * Take care of your own health and safety and that of others who may be affected by your actions;
- * Co-operate with the placement provider in complying with the provider's legal duties eg by complying with instructions and training;
- * Never intentionally interfere with or misuse anything that has been provided in the interests of health, safety or welfare;
- * Work in accordance with the instruction and training provided to you particularly in the use of machinery, work equipment, transport equipment, dangerous substances, means of production or safety device;
- * Inform your placement provider without delay of any work situation, work equipment etc which might present a serious and imminent danger, or of any shortcoming in the protection arrangements in place for health and safety;
- * Report all accidents, work related ill health conditions and 'near miss' accidents to your placement provider.

Pupils must bring this booklet with them on every day of their placement(s) and complete the 'Health & Safety Induction Checklist' for every placement (see page 7).

Work Experience

Name _____

Strathearn School



Important information regarding your placement (to be completed by pupil)



School Information

School Address: Strathearn School,
188 Belmont Road, Belfast BT4 2AU

Telephone Number: 02890 471595

School Fax Number: 02890 650555

School Email: info@strathearn.belfast.ni.sch.uk

Name of careers teacher: _____

Placement Information

Name of employer: _____

Address of employer: _____

Name of workplace contact: _____

Telephone number: _____

Fax number: _____

Email address: _____

Travelling arrangements: _____

Start time: _____

Finish time: _____

Dress code: _____

placement info

It is important that your parents are made aware of your work experience placement details

Notes

Notes

employers

Activity
Rank these in order of importance, then, on placement, ask your employer to rank them as well. See if there are any differences and find out why your employer has a different opinion to you.

WHAT EMPLOYERS ARE LOOKING FOR

- PUNCTUALITY**
Arriving at work and being ready to start at the correct time
- INTEREST IN THE WORK**
Keen to learn about both the job and the company
- ATTENDANCE**
Have a good record. Sickness should be covered by a doctor's note. Any absence should be explained
- RELATIONSHIP WITH YOUR SUPERVISOR**
Show respect and be able to communicate with a person at a higher level
- EFFORT**
Show you are putting energy into the tasks you are set
- TRUSTWORTHY**
To be honest and capable of being depended upon
- PERSONAL RESPONSIBILITY**
Be prepared to take responsibility for your own actions and behaviour
- PERSONAL APPEARANCE**
The way you look. Your appearance should meet the requirements of your job
- INITIATIVE & CONFIDENCE**
Believe in yourself and share your own ideas about how you would approach a task
- ATTITUDE TO OTHER STAFF & CUSTOMERS**
Show respect and be able to communicate with a person at a higher level
- ADAPTABILITY**
Be able to adjust to your different surroundings and the jobs you are asked to do



Page 2

Page 13



What do I want to achieve from work experience?

Remember that work experience is about taking learning out of the classroom but it is still about learning. Once you have completed this page you will have a clearer idea of what you want to learn from your time spent on placement.



Personally, I want to:

eg: Work as a team member

Here are some ideas that may help you think about what you want to achieve

- * Increase my confidence
- * Work as a team member
- * Be more independent
- * Develop new skills
- * Find out about work
- * Meet people of different ages
- * Be better organised
- * Be more responsible
- * Find out what employers want
- * Try out my skills
- * Do something different
- * Learn about work
- * Turn up every day
- * Show enthusiasm
- * Work safely
- * Compare school and work

achievements

Page 3

Day 5

Date:

What skills did you see used to good effect this week in the workplace? Give examples eg communication skills, teamwork, problem-solving, leadership

12

How would I summarise the week?

diary day 5



Page 12

Appendix 10 cont.



Day 4

Date:

What did I do today?



What changes in the organisation have taken place over the last 2 years?

diary day 4

What is the workplace like?

Action Planning for Work Experience

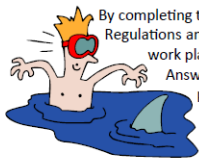
Using the SMART approach
To get the best out of work experience you need to plan what you want to achieve
if your plan is going to be useful it needs to follow 5 simple stages:

- S**pecific: It must say exactly what you need to do
- M**easurable: It must help you to see when you have been successful
- A**chievable: You have a good chance of doing what you say you will do
- R**ealistic: It is about action you can take
- T**imed: you can manage to carry out the plan during work experience

Think about what you want to achieve from work experience.

Action Points	Dates	Tick when done
During work experience I want to:		
I will be able to show that I have achieved this by:		

action planning



By completing this page you will understand the main Health & Safety Regulations and you will be able to see how they are applied in your work placement.

Answer the questions below relating your answers to your placement where you can.



What are your responsibilities in

What are 'proper' hygiene facilities

What is the fire drill at your work

What are the first aid arrangements

be safe!

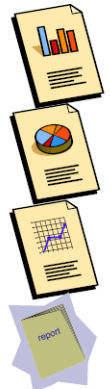
Day 3

Date:

What did I do today?

Looking back over the last 3 days, should I have done anything differently?

Put together some basic facts and figures about the organisation. Number of employees, opening hours, products etc (a company report will help)



diary day 3

Appendix 10 cont.

Day 2 *Date:* _____

What did I do today?



Describe the people I worked with:




What is the workplace like?

diary day 2

be safe!

How do you lift things correctly? What are the rules about using

Under what circumstances would What would you do if a hazardous



Health & Safety Induction Checklist

By the end of your first day you need to check that you have had information on the

No	Health & Safety issues to be addressed during Day 1	Initial when completed
1	Tour of work area & welfare facilities	
2	Action on discovering a fire explained	
3	Means of escape demonstrated	
4	Fire warning system explained	
5	Location of fire-fighting equipment indicated	
6	Assembly point after evacuation shown	
7	Accident reporting procedures explained	
8	First aid facilities & First Aiders identified	
9	Health & Safety precautions, eg chemical, electrical hazards	
10	Safe systems of work explained	
11	Lifting and handling techniques explained	
12	Use of personal protective equipment (if required) demonstrated	
13	Importance of keeping fire exits clear of obstruction explained	
14	Supervisor identified	

I have received and understood the instructions/training/information as indicated above and initialled the individual items when complete.

Your signature _____

Supervisor/Manager Signature _____ Date: _____

The following diary pages give you an opportunity to record information about what you have learned. The notes you make will help you prepare for future assignments and assessments at school as well as remind you of the opportunities you had. Your diary entries do not need to be all words, if you have taken photos, made a report or illustrations or a presentation that would make your diary even more interesting!

health & safety

Day 1 *Date:* _____

What did I do today?



What were my first impressions?

How did I feel this morning?

How did I feel by the end of the day?

diary day 1



Appendix 11 - GUIDANCE FOR STAFF VISITING L6 PUPILS ON WORK EXPERIENCE

Visits are normally unannounced; therefore, you need to be prepared that pupils or their immediate supervisor may not be there. Sometimes School is informed if a pupil knows she will be 'out of the office' on a certain day, but if arranged at short notice this is unlikely.

Procedures:

Report to Reception or to someone who can direct you to the pupil or their supervisor.

Ask to speak to the pupil somewhere private [where they will not be overheard] if possible, or she may not be able to speak openly. If possible ask to speak to her supervisor.

When speaking to the pupil:

- **Ensure that girls and employers have completed the 'Health & Safety Induction Checklist' on page 7 of the Work Experience booklet for every placement**
- Ask how they are getting on
- Types of tasks they are being asked to do
- How they find their working environment (comfort, their relationship with work colleagues, etc)
- Health and Safety – checked out emergency evacuation procedures, any other Health and Safety issues?
- Enjoyment?
- Concerns / issues?
- What they have learned? Also, what they have learned about themselves?
- Is this an area of work they would now consider? Either way – what is the next step?

When speaking to pupil's supervisor:

- Ask how pupil is getting on
- Her strengths / weaknesses, e.g., is she showing initiative or does she mostly need to be directed
- Tasks she is involved in
- Any issues/ concerns?

At the end of your visit

Thank supervisor / some representative of the employer on behalf of Strathearn for allowing the pupil the opportunity to gain work experience at this place of employment.

Appendix 12 – Employer Feedback Form

Please ask your employer to complete and return this form to Strathearn School

Student Name _____ School: Strathearn School

Company/Organisation

Name of Contact _____ Dates of Work Experience _____

The information you can provide will be helpful for the student. Please comment on the student's progress through the week.

Please identify the personal qualities of the student and how they were demonstrated

PERSONAL QUALITIES	HOW THIS WAS DEMONSTRATED
Attendance	
Poor, no real explanation	
Some absences explained	
Good attendance - 90% +	
100% attendance	
Time Keeping	
Sometimes arrived late	
Usually arrived on time	
Always on time	
Appearance	
Tidy but inappropriately dressed	
Appropriately dressed	
Tidy and appropriate appearance	
Very smart, appropriate appearance	
Attitude to work	
Some interest and some tasks completed	
Interested, tasks completed on time	
Well motivated – conscientious	
Reliability	
Reliable with supervision	
Reliable with minimum supervision	
Reliable and keen to take responsibility	
Takes responsibility, uses initiative, accurate and flexible	
Relationship with staff	
Participates with difficulty	
Cooperates and shows respect	
Helpful, keen and pleasant	
Very willing and positive	
Relationship with customers	
Helpful and shows respect	
Helpful, pleasant and keen	
Excellent rapport, willing and positive	

L6 Feedback on Work Experience

Name of placement(s) _____

Address of placement(s) _____

Dates of placement(s) _____

Contact name(s) _____

1 Did you enjoy/not enjoy your placement? Why?

2 What were the best aspects of you work experience?

3 What did you enjoy least on your placement?

4 What did you learn from your work experience?

5 Would you recommend this placement for another student? Why?

6 What is the next step regarding your career plan?

Name _____

Class _____ Date _____

Appendix 14 – Placements outside of Northern Ireland

Re: L6 Work Experience: work placements outside Northern Ireland

Date

Dear Parent/Guardian

Your daughter has indicated that, **from 24th June to 28th (12 noon) June 2024**, she would like to complete her L6 work experience placement outside Northern Ireland. We are delighted that she has this opportunity available to her. Arrangements for facilitating such a placement, however, are a little more complex than if your daughter was to remain in Northern Ireland.

We therefore would ask you to read the information below carefully and check that you have understood the conditions under which the School permits such placements.

Information for parents of L6 pupils wishing to undertake work placements abroad during work experience week.

- 1 Pupils are permitted to take up placements outside Northern Ireland.
- 2 Employers will be sent the same pack of information to complete as they would receive in NI. (It would be a pupil's responsibility to ensure that the employer can understand English / have the information translated if necessary).
- 3 The School would expect the same level of information back from employers, if at all possible.
- 4 The School indemnifies employers when pupils are in the work place or engaged in travel in association with this, e.g. to cover a news story with another employee / the employer. The School, however, does not cover travel to and from the work place, e.g. to and from Spain / Germany / USA / London – this should be covered by the pupil / parents via normal travel insurance.
- 5 Pupils should try to ensure this is a meaningful experience (not a holiday).
- 6 Pupils will not be visited and it is unlikely that the School will contact the employer during the week to check on progress (as is more normal practice in NI if a pupil visit is not possible). Parents need to take responsibility for this.
- 7 We cannot ensure that child protection law is the same in all countries. Parents need to take responsibility for checking procedures if this is an issue for them.

Please complete the attached slip and return it to your daughter's Careers Teacher by 15th December 2023 . If you have any queries or concerns about the above information please don't hesitate to contact me.

Yours faithfully

Mr A Anderson Vice-Principal (Teaching & Learning)

Appendix 14 cont.

L6 Work Experience: placements outside Northern Ireland

Please return to your daughter's Careers Teacher by 15th December 2023

Pupil's name _____ Form _____ Careers Teacher _____

I understand and accept the conditions under which my daughter completes her work placement
outside Northern Ireland from _____

Signature _____ Date _____

Appendix 14 cont.

Important Information for Employers relating to Work Experience – Outside of Northern Ireland

The aim of Strathearn School's Work Experience programme is to enable all members of LVI to spend some time in an actual employment situation. We hope that the insight which pupils will gain into the discipline and relationships of the world of work will help them to make more informed career choices in the future.

Already, by taking part in informal discussions, personal interviews, brief industrial visits, listening to talks, reading books and watching DVDs, pupils have begun to make career choices but none of these is a substitute for direct contact with the challenges and demands of the work environment. We hope to place girls in all sections of the employment market, believing that what they learn will be of value even if it does not relate directly to their future career.

Pupils will be expected to keep a daily record of their experience in a Work Experience booklet, carry out basic research and complete a work experience report. As a follow up they will be given the opportunity to analyse and assess their experience in discussions with teachers and fellow pupils.

Pupils on Work Experience will receive no payment from the firms concerned and students will be expected to cover their own expenses.

Employers will be responsible for ensuring that pupils are closely supervised in the work situation, but the parents will remain in close contact with them.

We are delighted that you have agreed to be a placement provider. We also appreciate that it places on Employers a burden of responsibility. It is important to note that the main duty to ensure the Health and Safety of Strathearn students on Work Experience rests with the placement provider. The placement provider is responsible for students on Work Experience in exactly the same way as for any other young person they employ. Therefore, we ask that Employers undertake a Health and Safety briefing with our student(s) and complete the Health and Safety Induction Checklist on page 7 of the student's Work Experience booklet.

Indemnity cover from the School is not provided for this placement.

We are very grateful for all your co-operation with our Work Experience Programme.

Careers Department
Strathearn School

Appendix 14 cont.

Dear

Thank you for providing work experience for a Strathearn pupil(s) in June 2020.

Name:

Dates:

Careers Teacher:

Please find enclosed 'Important Information for Employers – Outside of Northern Ireland' relating to Work Experience, *and a copy of the School's indemnity insurance cover for you to retain.*

Please [Click here](#) to complete the required information and to confirm that you are willing to accept the named pupil(s) on the dates stated.

Thank you again for your help and interest.

Yours sincerely



N Connery

Careers teacher

Principal

Encs

Appendix 14 cont.

Microsoft Form – see Appendix 4

Appendix 15 – Not June Work Experience

Work Experience (not designated June work experience week)

Strathearn School Work Experience information for:

Name: _____

Date of birth: _____

Employer's Name: _____

Address: _____

Work Experience Contact Name: _____

Telephone Number: _____

E-mail: _____

I am able to provide work experience on the following dates: _____

for _____ pupil(s) from Strathearn School.

Hours: From _____ to _____

Types of duties / activities: _____

I have an Appropriate Risk Assessment is in place and will send a copy of it to Strathearn School prior to the placement commencing.

I have suitable Public Liability/Employer Insurance and will send a copy of it to Strathearn School prior to the placement commencing.

Signature for Employer: _____ **Date:** _____

Parent's signature: _____ **Date:** _____
Giving consent for placement

Placement approved by VP: _____ **Date:** _____

Office use only

Indemnity issued by: _____ *Date:* _____

EV returned: _____ *Date:* _____

Work Experience Booklet given and health and safety aspects of work experience reinforced with student:

Name: _____ Date: _____

Appendix 15 cont.

Risk Assessment Checklist for Work Experience Placements

To be completed by the Employer prior to the commencement of placement and with consideration of the age, maturity and any specific needs of the student being placed.

Name of Student:			
Dates of Placement:			
Job Assessed:			
Date of job assessed:			
Brief details of work to be undertaken by the pupil as agreed with the school:			
Dress code – rules on clothing and jewellery:			
Are there any particular Health and Safety risks specific to the placement environment? E.g. Layout of the workplace. Physical, biological and chemical agents they may be exposed to. How they will handle work equipment. The extent of Health & Safety training required etc.	Yes:		
	No:		
If yes, give details below and state how risk is managed:			

Signed: _____ Company: _____
(employer)

Job Title _____ Date: _____

Appendix 15 cont.

DATE

Name

Address

Dear

Thank you for agreeing to take ***** for work experience from *****. This will be a good opportunity to broaden her knowledge of an area of employment of interest to her.

I am enclosing a copy of the School's indemnity insurance cover for you to retain.

Please note, without a copy of your Insurance the placement will be unable to go ahead as arranged.

If you have a risk assessment for this type of experience, please forward a copy of it to Strathearn School along with a copy of your Insurance.

As this has been organised by the pupil herself and is outside our official School's work experience programme, no member of staff will visit during the placement. However, should you need to contact the School about any matters concerning this placement, please do not hesitate to ring the School and ask to speak to myself or the Vice-Principal for Teaching and Learning, Mr Alistair Anderson.

Yours sincerely

Head of Careers

Enc

Appendix 15 cont.
Employer's feedback

Please ask your employer to complete and return this form to Strathearn School

Student Name _____ School: Strathearn School

Company/Organisation

Name of Contact _____ Dates of Work Experience _____

The information you can provide will be helpful for the student. Please comment on the student's progress through the week.

Please identify the personal qualities of the student and how they were demonstrated

PERSONAL QUALITIES	HOW THIS WAS DEMONSTRATED
Attendance	
Poor, no real explanation	
Some absences explained	
Good attendance - 90% +	
100% attendance	
Time Keeping	
Sometimes arrived late	
Usually arrived on time	
Always on time	
Appearance	
Tidy but inappropriately dressed	
Appropriately dressed	
Tidy and appropriate appearance	
Very smart, appropriate appearance	
Attitude to work	
Some interest and some tasks completed	
Interested, tasks completed on time	
Well motivated – conscientious	
Reliability	
Reliable with supervision	
Reliable with minimum supervision	
Reliable and keen to take responsibility	
Takes responsibility, uses initiative, accurate and flexible	
Relationship with staff	
Participates with difficulty	
Cooperates and shows respect	
Helpful, keen and pleasant	
Very willing and positive	
Relationship with customers	
Helpful and shows respect	
Helpful, pleasant and keen	
Excellent rapport, willing and positive	

Appendix 16 – letter to parents re providing work experience opportunities

Dear Parent/Guardian,

As you are aware your daughter will be on work experience from 19th – 23rd June this year. We encourage our pupils to use personal contacts to source these placements but, inevitably, some pupils are unable to find career related placements via family contacts. If you are in a position to offer one or two work experience places for this week to help provide meaningful placements, we would be grateful if you would complete the short Microsoft Form attached to this email highlighting the career area, number of students you could facilitate and the number of days (preferably a minimum of 3) available and your contact details. This database would be shared with Staff only and they would share your contact details only with an interested pupil.

Please note, if you are able to offer hospital based work experience this can only be a provisional arrangement at present as hospital based placements are currently paused. Any member of L6th who is looking for these placements has been advised to also source a back-up placement for June that is outside of the trust hospitals.

The Microsoft Form can be found [here](#)

Kind regards,

Alison Griffith
Head of Careers.

Appendix 16 cont.

Work Experience Placement Database June 2023

Thank you for taking the time to complete this Form and offer work experience opportunities to our L6th pupils.



Hi, Alison. When you submit this form, the owner will see your name and email address.

* Required

1. Contact name *

2. Contact details for preferred method of contact *

3. In what Career area(s) are you able to offer work experience? *

4. How many pupils can you accomodate during the week 19th - 23rd June 2023? *

5. How many/which days can you offer for work experience? *

Submit

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

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Work Experience report

Name: _____

Name of Employer
Area of work. Please give some detail e.g. GP not Doctor/medicine; Civil Engineer not Engineering; Event Management for up to 100 people etc.
Tasks completed/observed during the week.
Skills required to work in this environment.
Academic requirements and possible routes to working in this area e.g. degree/apprenticeship etc.
State below any related career areas you wish to investigate.

State below if this experience has confirmed or otherwise your future career plans (i.e. do/do not wish to follow this career/related career path). Give reasons for your answer.

Reflection. What did you enjoy/not enjoy? Why was this? What further research do you need to do? What skills do you need to enhance? Do you need additional academic qualifications? How will you enhance skills etc.?

Appendix 17 cont.

Appendix 18 - Promoting the Safety and Welfare of Pupils



Education and Library Board guidance for Employers on:

PROMOTING THE SAFETY AND WELFARE OF PUPILS

The following points of guidance for Employers when working with pupils either in the workplace or in the School setting, serve only to confirm what has always been good practice, with employers exercising their professional judgements in all circumstances:

- It is appropriate, where possible to conduct interviews/meetings in a room with visual access, or with the door open;
- It is useful to let another adult know that the interview/meeting is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room;
- When possible another member of staff, preferably of the same gender as the young person, could be present or nearby during the interview/meeting;
- It is advisable that a female member of staff is identified to act as a mentor to young females while they are on work placement;
- Employers who have to administer first aid to a pupil should ensure wherever possible that this is done in the presence of another adult. However, no member of staff should hesitate to provide first aid to an emergency simply because another person is not present;
- Following any incident where an employee feels that his/her actions have been, or may be misconstrued, a written report should be submitted immediately to his/her line manager. The line manager should contact the School Principal;
- All personnel, when they are interacting with pupils, either in the workplace, or School, should ensure that their relationships with the pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculations. Attitudes, demeanour and language all require care and thought, particularly when dealing with adolescent boys and girls.

**** To be given to employer on the first day of work experience placement***

Appendix 19 – Wider Operational Issues

Strathearn School will:

- be responsible for the administration of the work experience programme. (Appendices 1-8);
- ensure that students are effectively briefed before the placement as part of work experience preparation;
- ensure students are provided with a means to record their tasks and achievements on placement. (Appendix 10);
- gather feedback from students and workplace providers and follow up on concerns/issues raised; (Appendices 12 & 13)
- liaise with outside organisations to organise placements e.g. Work Inspiration;
- endeavour to visit or contact the student on placement, if the placement is in the Greater Belfast area and falls within the designated work experience week;
- review with students in class their experiences on placement;
- undertake a general review of the School work experience programme annually;
- contact any placement providers for pupils with special needs to discuss particular implications for these placements (VP Pastoral);
- allow placements overseas, in the rest of the UK (non-NI) and Eire provided certain conditions are met – see Appendix 14; and
- allow placements outside of the normal work experience week as deemed appropriate. No visits will be made. – see Appendix 15.

Before placement:

- Parents will be informed of the dates of the work experience programme in a letter from the Principal in September;
- Parents will be advised about the work experience programme and a range of other careers issues at a Parents Information Evening in early September;
- Parents are emailed a Microsoft Form requesting information about placements they could provide for L6th Strathearn pupils (Appendix 16);
- Parents are written to by the Head of Careers in April/May reminding them about the programme, their daughters' responsibilities on work experience and requesting that they complete details for their daughter's placement(s) (Appendix 9);
- If required, parents are written to by the Head of Careers in April/May highlighting any gaps their daughter has in the work experience week and reminding them about the programme, their daughters' responsibilities on work experience and requesting that they complete details for their daughter's placement(s) (Appendix 9a);
- Written consent is sought from the Employer by way of an online form detailing hours, dates, duties, location and an assessment of risk (Appendix 4);
- Employers are sent a copy of the School's indemnity and a sheet detailing 'Important Information for Employers relating to Work Experience' (Appendices 3 and 5);
- Employers are requested to email proof of appropriate insurance (Appendix 2);

- Careers teachers will complete lessons in class on work experience and collect appropriate EV forms (Appendix 6) from the girls, map details (Appendix 7) and will ensure the check list has been completed (Appendix 8); and
- School staff will be allocated students to visit on placement and will be given written guidance as to what to do and look for on visits (Appendix 11).

During placement:

Strathearn School will, as far as is reasonably practicable, contact each pupil and placement provider once during the placement either by visiting the place of employment or by telephone/email. Guidelines are provided for staff (Appendix 11). Any student undertaking work experience outside the programme in *June* will not be visited.

After work experience:

After work experience there are debriefing sessions in class for pupils. All pupils must complete their Work Experience booklet (Appendix 10) and a Work Experience Report (Appendix 17); the latter is kept on file in the Careers Suite so that these can be a useful resource for other pupils in securing placements for subsequent years. All visiting staff are asked to provide feedback for the Head of Careers and Employers are asked to post or email a feedback sheet (Appendix 12). After analysis of all feedback by the Head of Careers, copies of the Employers' feedback sheets are made available to the girls and the original is placed in their UCAS folder. The annual evaluation of the programme is sent to the Vice Principal (Teaching and Learning) and Principal.