



# KINGSBRIDGE COMMUNITY COLLEGE

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Principal : Roger Pope

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14 October 2009

Dear Parent/Guardian,

## **YEAR 10 WORK EXPERIENCE 12 – 16 July 2010**

Your son/daughter will be taking part in our Year 10 Work Experience Programme during the week Monday 12 – Friday 16 July 2010.

Year 10 students have had a Work Experience Presentation at College, to explain what is involved. I am now sending out the enclosed booklet for your information and retention, plus **green and pink forms to complete and return to your son/daughter's Tutor by Friday 4 December 2009.**

You may wonder why we need to begin the Work Experience Programme so early. There are many reasons an early start to the process is essential, not least of which is that competition for placements from other Colleges and Universities is high.

In order to make this a worthwhile experience for your son/daughter, your involvement is greatly appreciated. Even if your son/daughter does not know what they would like to do, please complete and return the enclosed paperwork.

There will be a Work Experience stand at the Year 10 Parents Evening giving you an opportunity to talk over any concerns you may have.

Thank you for your continued support.

Yours sincerely,

**Karen Arscott**

Work Experience Co-ordinator

Encs. Work Experience Information booklet  
Placement Form (Green) *return to College*  
Parental Health Consent Form (Pink) *return to College*





## **KINGSBRIDGE COMMUNITY COLLEGE**

**YEAR 10 WORK EXPERIENCE**  
**12 – 16 July 2010**

### **Information for Parents & Students**

Please read this information carefully and  
**complete** and **return** the  
**GREEN** and **PINK FORMS**  
to the student's tutor by  
**FRIDAY 4 DECEMBER 2009**

Please retain this booklet  
for information next July.

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October 2009

Dear Parents

We have produced this booklet to explain Work Experience, which your Year 10 son/daughter will undertake 12 – 16 July 2010.

Those of you with older children will have already been through the process, but we hope that some of the notes in the booklet will be useful to you, especially as there are some changes from year to year.

Work experience is an integral part of the Year 10 curriculum, and we feel that it is extremely beneficial to students.

We ask students to try to secure their own placements, often with the help of family and friends. However, we appreciate that this is not always possible, and we do have a limited list of placements provisionally offered by employers who have taken students in the past. We can usually arrange work experience for students who have not been successful, but we have found that students often perform better if they have been involved in finding their placements. **Please note all Primary School placements are organised through the College.**

We hope the question and answer format in this booklet will cover all your queries. If not, please do not hesitate to contact me on 01548 852641 ext 112.

Yours sincerely



Karen Arscott  
Work Experience Co-ordinator

## FREQUENTLY ASKED QUESTIONS

### **Why do Year 10 students do Work Experience?**

- To gain hands-on experience, discover what happens in a particular workplace, learn the importance of reliability, teamwork and punctuality, and increase self-confidence.

### **What is its value?**

- Work experience in any field – whether in your child’s hoped for career area or not – is very valuable in providing an insight into the world or work and an appreciation of other people’s occupations. Students meet new people, develop new skills, increase their self-confidence and broaden their horizons.

### **Is it compulsory?**

- Yes, it is part of the curriculum.

### **What happens during Work Experience?**

- The student may be attached to a particular member of staff, or may work in several different departments. A detailed programme may be provided in advance or the daily duties may be worked out as the placement progresses.
- Student are supervised by the employer or a competent member of staff, and are visited at least once by a member of KCC staff or governor.
- Students keep a detailed Log Book during their placement, and employers are asked to help with this, and to complete a report form at the end of the placement.
- There is a debrief at the beginning of Year 11.

### **Is any cost involved for parents?**

- Only transport to the placement (if applicable) + cost of lunch and drinks, and occasionally special equipment (eg. Safety boots, riding hat, etc.)

## **Is there a lot of paperwork? When is it due in?**

**Please make sure all paperwork is completed fully and accurately – especially important are full contact details and signatures.**

Two forms are enclosed with this booklet.

- The green form is our working document, and it should be **fully completed** and signed, and returned to the **student's tutor by Friday 4 December**.
- If you are able to arrange the placement yourself, please ensure the employer details are clearly and accurately filled out on the green form. This enables the College to contact the employer and carry out the relevant health and safety checks and job detail forms.
- Please complete the **pink Parental Health Consent form** and return to the student's tutor with the green form by **Friday 4 December**. Please note, your son/daughter may only go on work experience when the College has received both forms signed.

## **Where can my son/daughter do their Work Experience?**

- Any workplace in Devon and Cornwall which offers placements, which has the required insurances and which does not fall into the Prohibited Employment categories listed inside the back cover.

## **What insurances are needed?**

- We are required by law to place students only in work places which hold current Public Liability and Employers' Liability Insurances. There can be no exceptions.
- Self-employed, one-man businesses tend not to have Employers' Liability

## **How do we find a placement?**

- Placements usually work best when students take an active part in setting them up. Ask people you know, approach local companies, use the Internet, or look in local papers or telephone directory for ideas and contacts.
- Encourage your son/daughter to write, phone or email his/her request. As soon as you have a reasonable firm offer of a placement, complete the green form with full details of the placement, return it to us, and we will deal with the paperwork.
- If students are really 'stuck' they can come to the PSHE Office and discuss the limited list of placement we have already been offered.

## **Are any workplaces unsuitable for Work Experience?**

- Out of county placements, unless an exceptional opportunity is offered – the merits of these cases are assessed individually.
- Anywhere for which you are unable to organise transport for your child – **travel is the responsibility of the parent.**
- Workplaces which involve serious hazards – (machinery, driving vehicles, certain industrial processes, etc). See inside back cover for full list.
- Certain health conditions (epilepsy, asthma, vision and hearing defects, etc) prevent individuals from working in certain types of occupation – see back cover for full list.
- With parents or close family or primary school previously attended.

## **How safe are the placements?**

- We take all reasonable steps to ensure student safety.
- Employers complete a risk assessment in view of details provided by you of your particular child's age, abilities and health.
- We check that the Employer is aware of Child Protection issues.
- Mr Collard and I check out all placements for Health and Safety before approving them for work experience.
- Health and Safety briefings are organised for groups of students working on farms and in construction.
- Employers are asked to conduct a HS briefing at the start of the placement.

## **Does my son/daughter need to go for an interview?**

*We appreciate parents' help in making sure this contact is made.*

- Your son/daughter may be asked to go for an interview or to make contact by letter or phone before the placement is agreed.
- Whether or not this has happened, **ALL students MUST contact their employer at least 2 weeks before the placement is due to start.**

## **What if there are problems during the placement?**

- If your son/daughter is unwell, please contact the workplace and the college as early in the day as possible. Your child's Work Experience log book should contain relevant phone numbers.
- If there are other problems, please contact the college. There will be a senior member of staff available during College hours.
- Mrs Arscott carries a mobile during Work Experience week and this number is shown in the students Log Book.

## **What is the Work Experience Log Book?**

- The Log Book is planned to make students think about what they are learning from their placement, and it needs to be discussed with the employer and the visiting tutor.
- It is important that students complete details such as contact numbers before the placement starts, and they take their Log Book with them each day.
- It should be brought to the debriefing session and handed in.
- It **MUST** contain all appropriate contact numbers in case of emergency during the placement.

## **Anything we haven't covered?**

- Please call Karen Arscott, I will try to help.

## **Contact Phone Number**

- 01548 852641 ext 112

<b>HEALTH AND SAFETY INFORMATION - EMPLOYERS</b>	
<b>PROHIBITED EMPLOYMENTS</b>	<b>HANDLING MACHINERY</b>
	<i>The department of employment has specified certain machinery on which young people may not work unless fully instructed. Such machinery includes:</i>
<ul style="list-style-type: none"> <li>• Certain work using radioactive substances, and manipulating red light</li> </ul>	<ul style="list-style-type: none"> <li>• Hand or power operated guillotines and plater printers;</li> </ul>
<ul style="list-style-type: none"> <li>• Vitreous enamelling on metal or glass</li> </ul>	<ul style="list-style-type: none"> <li>• Power operated brick and tile presses;</li> </ul>
<ul style="list-style-type: none"> <li>• Blasting asbestos manufacture, certain chemical processes, chromium plating, India-rubber manufacture, pottery manufacture and decorating certain occupations involving lead processes</li> </ul>	<ul style="list-style-type: none"> <li>• Dough brakes and mixers;</li> </ul>
<ul style="list-style-type: none"> <li>• Locomotive driving and the driving of cranes in docks</li> </ul>	<ul style="list-style-type: none"> <li>• Warm pressure extruders;</li> </ul>
<ul style="list-style-type: none"> <li>• Work in agriculture which may cause injury through handling heavy weights; and which may involve handling poisonous substances</li> </ul>	<ul style="list-style-type: none"> <li>• Hydro-extractors, calendars, washing machines and presses in laundries;</li> </ul>
<ul style="list-style-type: none"> <li>• Heavy work in mines and quarries</li> </ul>	<ul style="list-style-type: none"> <li>• Meat mincers;</li> </ul>
<ul style="list-style-type: none"> <li>• Work in betting and gaming</li> </ul>	<ul style="list-style-type: none"> <li>• Milling machines;</li> </ul>
<ul style="list-style-type: none"> <li>• Cleaning of machinery in motion</li> </ul>	<ul style="list-style-type: none"> <li>• Hydraulic and pneumatic presses;</li> </ul>
<ul style="list-style-type: none"> <li>• Work with circular saws</li> </ul>	<ul style="list-style-type: none"> <li>• Lathes; semi-automatic wood turning;</li> </ul>
<ul style="list-style-type: none"> <li>• Work on any sea-going ship or boat</li> </ul>	<ul style="list-style-type: none"> <li>• Wire stitches;</li> </ul>
<ul style="list-style-type: none"> <li>• Work in or in connection with the sale of intoxicating liquors, except in places where such liquors are sold exclusively in sealed vessels</li> </ul>	<ul style="list-style-type: none"> <li>• Loose knife punchers.</li> </ul>
<ul style="list-style-type: none"> <li>• Street trading in most parts of Devon. Street trading is forbidden to anyone under 17 and in some cases under 18.</li> </ul>	

## HEALTH AND SAFETY INFORMATION - STUDENTS

Some health conditions that may have occupational implications (and which should be assessed by a medical practitioner before choosing the work experience placement).

HEALTH CONDITION	THEREFORE AVOID
Hernia, slipped disc, defects to or lack of limbs, heart or lung difficulties	Heavy manual work or heavy lifting (e.g. warehouse, building, transport).
Asthma, chronic bronchitis, respiratory allergies, throat, eye or ear infections.	Work involving exposure to dust and fumes (e.g. brick or clay works, box making, chemical processing, horticulture, farming, painting)
Chest complaints, rheumatism, spinal deformity	Work demanding continual exposure to weather (e.g. farming, building)
Uncontrolled vertigo, uncontrolled epilepsy, substantial hearing defects, spasticity of moderate severity	Work at heights or near unguarded machinery in action (e.g. factories, building)
Chronic eye infections, migraine, serious eye defects	Work requiring fine or accurate vision
Substantial colour vision defects in wire selection testing	Work requiring normal colour vision (e.g. electrical, transport)
Severe skin complaints, allergies	Work with high dermatitis hazard (e.g. work which is greasy, chemicals)
Substantial hearing defects	Work requiring normal hearing (e.g. any with mobile machinery)
Contagious or infectious diseases, skin complaints, ear or eye infections	Work involving handling or preparation of food (e.g. catering or food shops)

It should be noted that this list is by no means exhaustive but indicates some of the more common health problems which have occupational significance, and is intended as an aid to matching students with placements. Each case should be treated individually.

If further guidance is required reference should be made to the school nurse.

For office use only			
Placement:	Category	Sent for H&S check	Rec'd H&S check



# KINGSBRIDGE COMMUNITY COLLEGE

YEAR 10 WORK EXPERIENCE 12 – 16 July 2010

## PLACEMENT FORM

Please return this form, fully completed on **both sides** and signed, to your tutor by **Friday 4 December 2009** at the latest.

Name of Student

Tutor Group

Date of Birth

Full Name(s) of Parents/Guardians

Home Address

Post Code

Home Telephone

Parent's Mobile

**Student's part-time job(s):** e.g. Paper Rounds, Babysitting, etc.

Please note: We do not *normally* place students where they already have a part-time job.

	NAME AND ADDRESS OF EMPLOYER	HOURS/WEEK
1		
2		

**Parents' Employment:** We may need to contact parents during working hours.

	NAME AND ADDRESS OF EMPLOYER	TEL. NO.
1		
2		

**Please continue over the page**

**SECTION A:** if you are arranging your placement yourself.

Work experience has already been arranged for me at:

Name and full address of organisation/employer	Telephone number	Name of contact person

Or: I am waiting for confirmation of a placement from:

Name and full address of organisation/employer	Telephone number	Name of contact person

**SECTION B:**

**I have had no success in finding a placement, but I am interested in the following types of work.** (e.g. animal care, primary teaching, catering, garage work, horticulture, etc.)

- I am willing for my child to participate in the College Work Experience Week.
- I understand that transport to and from Work Experience is my responsibility.

**Signed:** ..... **(Parent / Guardian)**

**Date:** .....



# KINGSBRIDGE COMMUNITY COLLEGE

## WORK EXPERIENCE

Monday 12 – Friday 16 July 2010

### PARENTAL HEALTH CONSENT FORM

Please return this form, fully completed and signed, to your form tutor by **Friday 4 December 2009** at the latest.

Student's Name:	Tutor Group:	D.O.B.
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**I give permission for my child to take part in Work Experience week.**

Does your son/daughter have a health problem in any of the following areas **which would affect them whilst on work experience?** (Please tick)

- Restrictions for normal physical activity or games
- Skin allergies, eczema, other allergies (e.g. nuts)
- Bronchitis, asthma, chest complaints
- Hearing problems or ear discharge
- Heart disease that affects their ability to do physical tasks
- Diabetes
- Fits or fainting attacks
- Significant colour defect or other visual problems
- Learning disability which may cause them not to understand instructions
- Any other health problem (including need for regular medication)

(Please give details) .....

.....

- There are no health reasons affecting my son/daughter's ability to take a placement  
**Please Note:** *Tetanus vaccinations must be up to date for all placements in farms / garden centres / veterinary and associated placements.*

The College cannot be held responsible for any problems that arise, where medical conditions are not disclosed.

I understand this information will be communicated to an employer and that I will be contacted if there are any significant risks posed in this placement.

Signed: ..... Parent/Guardian                      Date: .....

Contact Telephone Number (emergency only): .....