



**YEAR 10
WORK EXPERIENCE
12th-16th July 2021**



**FINDING A PLACEMENT -
SECURING A PLACEMENT**

LOCATION OF A PLACEMENT

Most students find placements locally within the area between Lewes, Uckfield, Haywards Heath and Forest Row.

Placements do not have to be in the local area although this is encouraged. Placements can be in adjoining counties and some students travel to London each day. Such places take longer to organise and the employer details are therefore required earlier.

Please be aware there is a fee for health and safety checks on placements outside of Sussex which is payable by parents/carers before the students undertake their work experience, this can be between £10-£60.

When choosing a placement please take into consideration that all travel arrangements and costs are the responsibility of the student, parent/carer.

WHERE TO LOOK FOR A PLACEMENT

- Ask your family and friends if they have contacts.
- Do you already have a part-time job? Would they have you for a work placement?
- Employers in your local area.
- Look online.

POINTS TO CONSIDER

- You need 5 full days-half day placements are not acceptable.
- Hours of work should not exceed 40 hours per week including lunch breaks.
- Start times should be reasonable-if you start early you should finish earlier and vice versa, not necessarily 9-5pm.
- If work experience is out of East Sussex there could be a charge.
- Working with a parent/carer is acceptable. However, to gain the most from the experience it is advisable not to work directly alongside them.
- You can go to your old primary school but we would encourage you to try something different to get the most from the week.
- Work experience can be tiring, so it is advisable to keep travel times to a minimum.
- **Personal Protective Equipment** (normally steel toe capped boots or overalls) is the responsibility of parents/carers.

N.B. Please remember placements with parents/relatives are still subject to the necessary risk assessment, relevant insurance and approval by East Sussex County Council, without which the placement cannot go ahead.

HEALTH AND SAFETY

Students must obey the safety regulations of the placement. A student is an employee whilst on Work Experience and therefore has a personal responsibility for both their own health and safety and that of colleagues in the workplace.

The employer has the responsibility of checking that the student understands the regulations and must ensure adequate supervision is always given.

CONFIDENTIALITY

Students must not disclose any information confidential to the employer. This is particularly relevant where staff or customers records are being handled.

INSURANCE

Employers must have all the appropriate insurances that they are legally required to hold, including **Employers Liability Insurance. Public Liability Insurance is not sufficient.**

Students in full time education are not covered by the National Insurance (Industrial Injuries) Act. If it is not possible for the school to ascertain whether or not an employer has the appropriate insurances, the placement cannot go ahead.

PAYMENT

No payment is officially permitted whilst on Work Experience, but some employers may offer assistance with lunches or fares and this is allowed.

REGULATIONS COVERING WORK EXPERIENCE PLACEMENTS

Students on work experience are **NOT** permitted to work in the following areas:

- A tattoo studio or permanent makeup studio.
- A body piercing studio.
- An abattoir.
- Working at any height, e.g. on scaffolding.
- In, or on water—a Leisure Centre is acceptable.
- In the air-hot air balloons, helicopters, gliders. etc.
- In gambling locations-amusement arcades, betting shops casinos.
- Behind the bar of public houses and restaurants selling alcohol.
- In an off-licence.
- With firearms, e.g. in a gun shop, gamekeeper.
- With fireworks.

Construction Industry-new build sites or total refurbishment sites are not deemed appropriate for work experience.

Catering-restrictions apply to Work Experience students, in that there will be areas and equipment forbidden for use by students.

If a placement is to be undertaken on a farm, working with or around animals, vets, gardening or outdoor work **please ensure tetanus jabs are up-to-date.**

HIGH RISK!

Garages, Tree Surgery, Gardening,
Construction, Stables, Engineering

**PROTECTIVE CLOTHING/STEEL TOE CAPS MUST BE WORN.
THESE MAY HAVE TO BE PURCHASED BY YOURSELF.**