

# Work Experience 2012

## What is involved?

- Work Experience week runs from **Monday 2 July to Friday 6 July 2012**;
- Students spend a week on their placement in a workplace, experiencing the world of work, working with adults, completing a diary and evaluating the experience;
- Employers write a report at the end of the work experience placement;
- Students will be visited by teachers whilst on their placement.

## Placements

- We need parents and students to agree to placements and we need to know of any medical conditions. A letter will be sent home requesting this information;
- Only students residing in and attending a Manchester school will be able to take up a placement with Manchester City Council;
- The school will have a limited number of placements awarded to it. However these are a last resort for students who have been let down by an employer and are generally a poorer alternative to Self Placements.

## Self Placements

- Most successful placements occur when the student and family organise their own – this is called a '*Self Placement*';
- The time to start looking for a Self Placement is **NOW**, as places rapidly become booked up because of the competition for places;
- Placements can be in a range of jobs – as long as it is safe. Students will not be allowed to operate machinery;
- Once a suitable position has been found then the employer must fill in the '*Self Placement*' form available from school,

# Work Experience 2012

or downloadable from the Year 10 page of the Trinity website;

- Some types of employment are very popular, eg sports centres, Manchester City Stadium, etc – you must approach these employers now to have a chance of securing a place.
- All Self Placement forms must be returned to the school by **Monday 21 February 2012**.

## Health and Safety

- All placements must be health and safety checked;
- Please try to find placements in the areas of Manchester, Trafford, Stockport or Rochdale. Placements outside of these areas might not be able to be health and safety checked;
- If the placement is '*out of area*' then it must be returned by **Friday 16 December 2011**, so that we can try and do the necessary checks;
- If a student attends a placement that has not been health and safety checked then it will be an '*unauthorised self placement*' and the student will be marked as an unauthorised absence.

## Safeguarding

- Students must work in placements where there is more than one adult for safeguarding reasons;
- We discourage students working with immediate family or very close friends, in line with Local Authority policy.
- Any student working in a '*care*' placement, eg a school, nursery, etc, will be Youth Offending Team checked.

If you have any queries or problems about Work Experience please contact Mr I Saunders at school via email on [i.saunders@trinityhigh.com](mailto:i.saunders@trinityhigh.com) or on 0161 212 1926