

Careers Experience Diary

2017

Stowe

To the Parent

Dear Parent

This note is additional to the information in the letter from the Headmaster at Christmas and incorporates the latest advice from our insurers.

- **Injury to your son or daughter:** All UK employers are obliged by law to effect Employers' Liability Insurance for their employees. It is standard UK insurance practice to include work experience trainees, although this should always be checked in each instance. You should satisfy yourself that you are sending your son or daughter to a suitable place and be particularly careful if you are planning work experience abroad. On the opposite page there is a checklist of questions that you ought to ask prospective employers.
- **Damage by your son or daughter:** As the work experience is being organised by you rather than by the School, we are advised that the School's Public Liability Policy does not apply and you should check that your own Household Insurance covers any personal liability.
- **Being under sixteen is not a problem** as the law on work experience states that it can be undertaken at any time within the last four terms of statutory schooling.
- **If you find it difficult to arrange work experience through your own contacts**, our Careers Centre or your local careers service may be able to help. Please contact your son or daughter's Tutor or the Careers Centre if there are any problems.

Thank you for your help.

Yours sincerely



Dr Gordon West
Head of Careers

Stowe School | Stowe | Buckingham | MK18 5EH
Telephone [REDACTED]

Checklist

- Do you have Employers' Liability Insurance and do your insurers know about this work experience placement?
- Do you have Public Liability cover?
- Do you have a written Health and Safety Policy?
- Does the site for the work experience have a Fire Certificate?
- Is there provision for First Aid?
- Are there any areas of the site closed to the pupil for safety reasons?
- Will the pupil be exposed to hazardous substances or activities?
- If so, what safety training will be given and what protective clothing will be provided?
- Will the pupil have access to a staff cafeteria?
- What standard of dress is expected?
- What are the expected hours of work?
- To whom should the pupil report when he/she arrives?

To the Pupil

In the summer you will undertake career related work experience. These notes are to help you to understand what to expect and what will be expected of you.

The value of work experience is that:

- It gives you the opportunity to gain first-hand experience of typical working conditions in an office or other place of work.
- It gives you responsibility. You are out on your own. You will be expected to be punctual, independent and helpful to others.
- You will be able to talk to people who are working for a living and ask them direct questions about their jobs.
- It should help you to see why industry, commerce and business are essential for the welfare of the country.
- It should enable you to find out more about your own ability and interests and to see the links between the subjects you are studying at School and the skills required in working life.

The business that has agreed to accept you will expect you to be punctual, helpful, reliable and smart in appearance. You will be asked to perform relatively simple and non-specialist tasks and will be given an insight into how the business is organised and conducted. A brief report will be submitted on how well you fitted in and performed.

Stowe expects you to carry out the instructions that you are given cheerfully and conscientiously, to keep a written record of your work in a simple diary and to write a letter of thanks to your employer. On your return to Stowe, you will be expected to discuss your experiences with your Tutor. This booklet, and any letter from your employer, should be kept safely for future reference.

To the Employer

Dear Employer

Thank you for agreeing to arrange work experience for one of our pupils this summer. I hope it proves a success for everyone concerned.

As this booklet will form part of the pupil's record, we would be most grateful if you could complete the comments page in the final section.

In case this is the first time you have been involved in work experience, the usual expectations are set out below:

- The pupil will carry out meaningful work during his/her experience, as planned by the person responsible. He/she will be given adequate instruction before, and supervision during, the use of machinery or other equipment. He/she will not be required to operate a hazardous machine, work in a hazardous environment or carry out work of an unsuitable or objectionable nature. He/she will be provided with protective clothing, if needed, and allowed to use the first aid facilities.
- The employer will (as he would for paid employees) accept, or insure himself against, liability for loss, damage or injury caused by the pupil while he/she is doing his/her work experience to the employer's property, employees or a third party and will arrange insurance cover against accident or injury caused to the pupil by the negligence of the employer or an employee.

Thank you again for your help, but please do contact me if you have any queries or if there are any problems.

Yours sincerely



Dr Gordon West
Head of Careers

Stowe Work Experience Diary

Please fill in this diary and bring it back to School in September. Give it to your Tutor for record purposes.

Name:

Name and address of the organisation for whom you worked:

Person in charge of your work experience:

Person who supervised what you did each day:

What does the organisation do?

What does the department you were in do?

What work did you do?

What was good and bad about your work experience?

Daily Diary

Each evening, write down your impressions of the day – what you learned, liked and disliked.

Make sure that you read through the aims of work experience on page three of this booklet. For instance:

have you asked questions?

what are you finding out about your own abilities?

can you see links between School subjects and jobs?

Day 1

Day 2

Day 3

Day 4

Day 5

Stowe School

Work Experience Record of Achievement

Name of pupil:

Name and address of organisation:

Nature of organisation:

Nature of work experience:

Dates of work experience:

Stowe School

**Work Experience
Record of Achievement**

Comments on pupil's performance:

Signed:

Position in organisation:

Contact details regarding Work Experience, during term time:

Dr Gordon West
Head of Careers



Ms Kirsten McLintock
Head of Pupil Welfare



Contact details regarding Work Experience, outside of term time:

HR Department
Stowe School



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