



WORK EXPERIENCE 2012

A GUIDE FOR STUDENTS AND PARENTS

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WORK EXPERIENCE IS CHANGING FROM A USEFUL PLUS TO A MUST-HAVE....

.... said a quote in the Times:

'Over the past decade the face of Higher Education has changed dramatically. Undergraduate numbers have grown at a rapid rate and whereas in the past several hundred students were competing for graduate positions, today several thousand people are looking for the same jobs. For those who wish to compete for the top jobs the question from employers is short and simple: what about work experience?'

The same can be said about applications for Higher/Further Education; simply passing exams is not enough.

QUOTES FROM ENTRY PROFILES ON THE UCAS WEBSITE

Liverpool, Veterinary Science

We would prefer a minimum of 4 weeks work experience in veterinary practices, and 6 weeks in other animal-related placements (dairy and sheep farms, stables and kennels). Time spent in an abattoir or veterinary/medical laboratory is also valued.

Liverpool, Engineering

Applicants should be interested in design and enjoy problem solving. Design is at the heart of civil engineering - much of a professional engineer's time will be spent working in a team, trying to create innovative designs. This requires creative skills as well as technical knowledge: innovative designs rely on the ability to generate and assess a range of possible solutions to a problem. The chosen solution must work efficiently, be safe and economic, and safeguard the environment.

To be successful you will need to have an interest in mathematics and science together with a creative approach to practical tasks. While an ability in mathematics is important, you should also want to apply your knowledge to solve practical problems and want to develop analytical, team working, communication and design skills.

Evidence these skills through work experience ...

Birmingham, Business Management

It would be useful to have had any kind of employment, paid or voluntary, or any other experience, which has enabled you to appreciate how individuals in groups act and interact, and how important organisation and management are to ensure things work efficiently and effectively

Bristol, Law

- *You'll need to be interested in, and committed to, the study of Law. Have you tried to find out more about the subject by reading relevant texts? It might be an idea to visit courts, undertake a work placement with a practising lawyer, and talk to lawyers - it will help you to decide if studying law is for you.*
- *Do you enjoy thinking of potential solutions to problems? Are you willing to see things from different perspectives, and not just look for an easy answer?*
- *Do you enjoy presenting arguments? Do you like to debate with others? You should be willing to listen to others' opinions, but not be afraid to assert your own position.*
- *We're interested to hear about your non-academic achievement and experience.*
- *What skills have you gained by these activities? How have you contributed to your community?*

WORK EXPERIENCE – details, dates and deadlines

Dates for 2012

Monday 25th June to Wednesday 4th July (inclusive)

Please note:

1. The vast majority of GCSE examinations are over by 25th but there may be one or two during that week (timetables still to be confirmed)
2. Big Band Tour is likely to be during the work experience period
3. All Year 11's are due back in school on Thursday 5th July

Finding a placement

1. Webview

- A database of placements in Devon and surrounding areas
- Please see the student instructions pack enclosed
- No cost involved
- **DEADLINE FOR CONFIRMATION OF PLACEMENTS USING WEBVIEW IS MONDAY 26 MARCH 2012**

2. 'Own Find'

- Students find their own placement not available on Webview
- 'Checking' cost may be incurred
- Details and instructions are on the following pages
- **DEADLINE FOR CONFIRMATION OF 'OWN FIND' PLACEMENTS IS MONDAY 20 FEBRUARY 2012**
- A placement cannot be approved by the school after this deadline

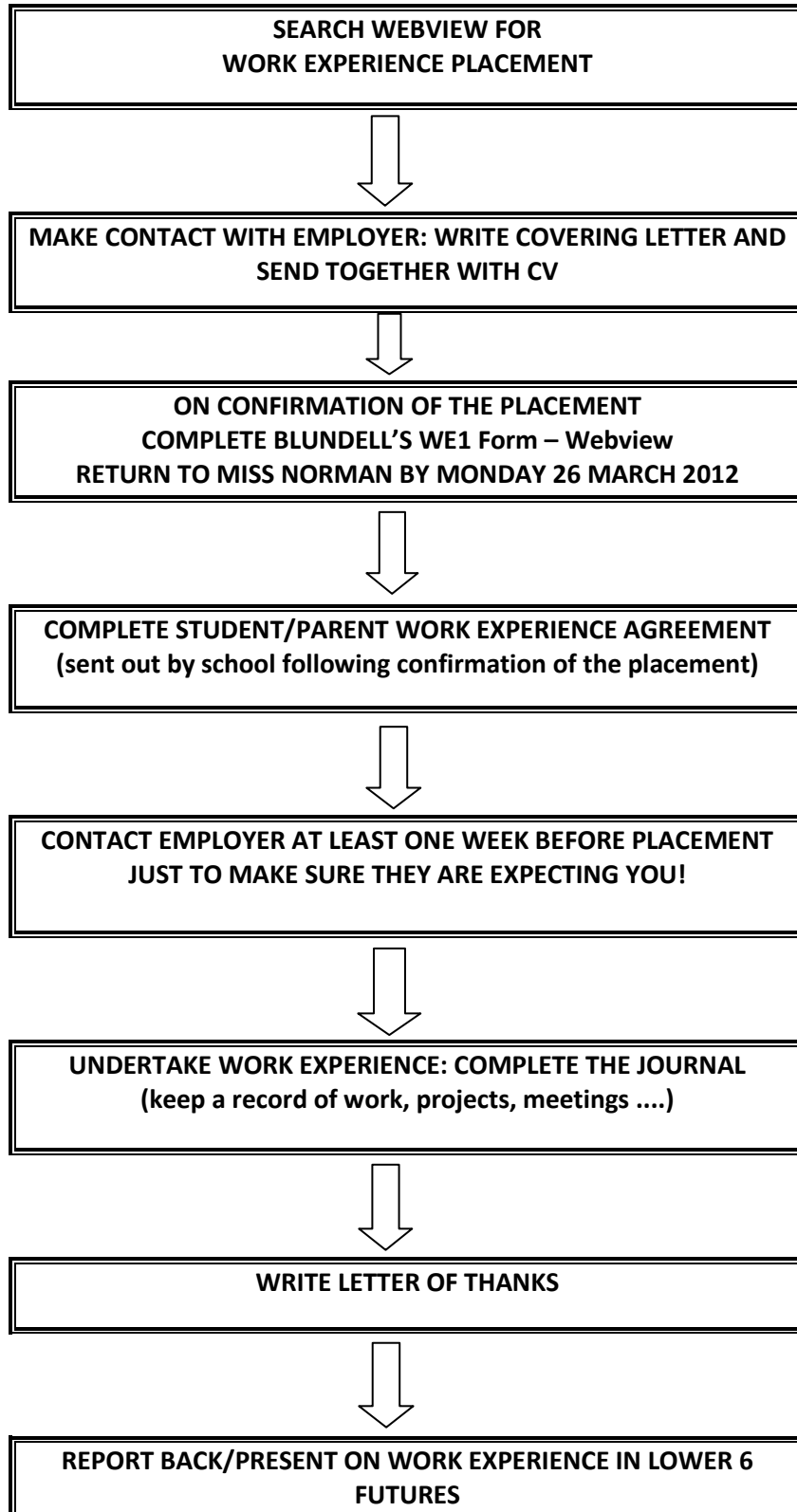
3. Placements Abroad

- No placements abroad can be approved that start before the last Friday in June (29th)

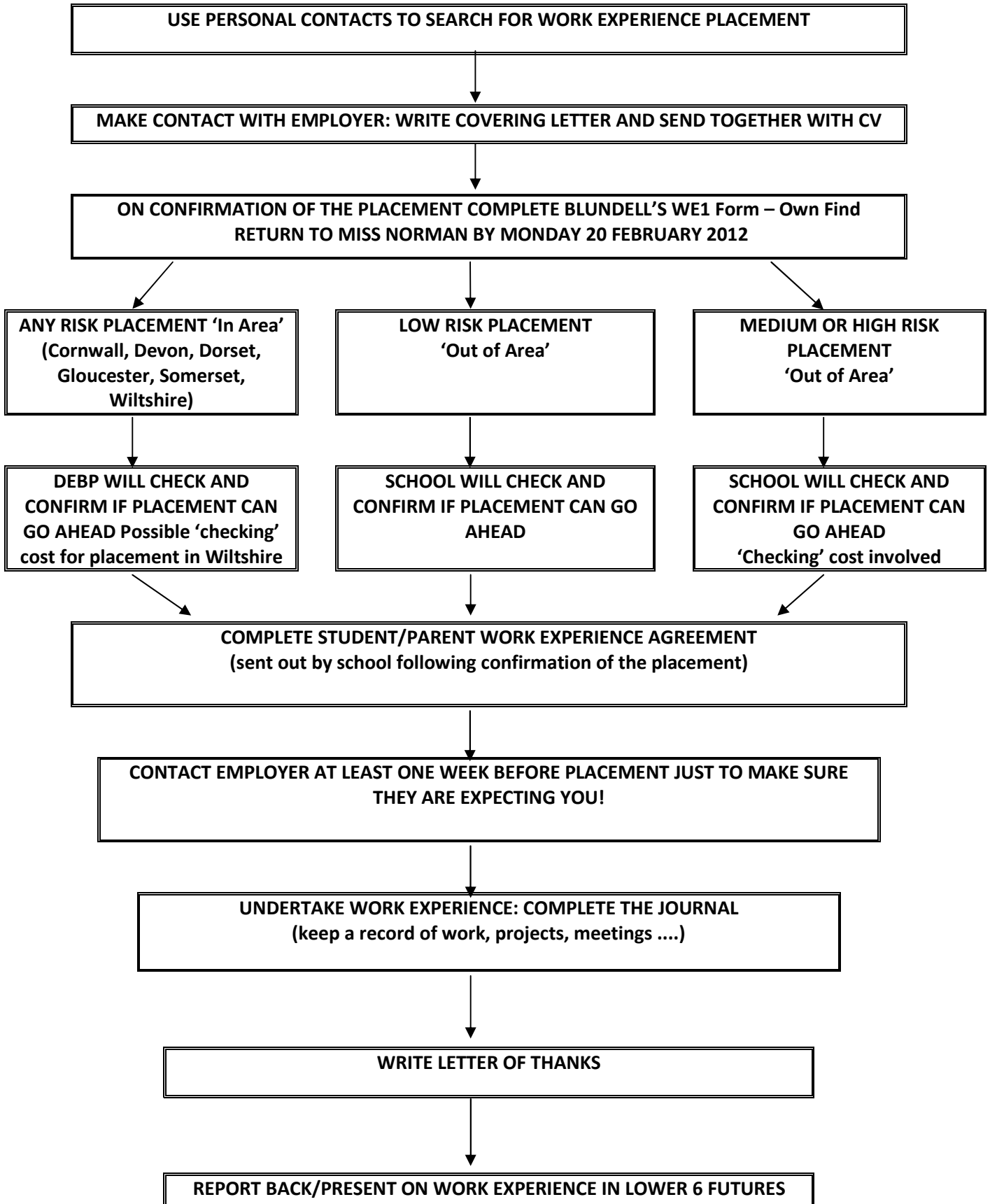
4. Public and Employers (Compulsory) Liability Insurance

- No placement can be approved where the employer does not hold the above insurances

FRAMEWORK FOR WORK EXPERIENCE USING WEBVIEW



FRAMEWORK FOR 'OWN FIND' WORK EXPERIENCE



Document 9: Occupational Risk Classifications

This table is meant to give the generality of the classification of risk. Users will need to take account of the circumstances of the learner(s). The classification should be based on the work activity undertaken for the majority of the time, and the highest risk.

Occupation	Risk Level
Administration	Low
Agriculture, horticulture, fishing and forestry	High
Animal nursing	High
Animal care (including retail)	Medium
Care	Medium
Catering (kitchen)	High
Chemicals and chemical products	High
Construction	High
Education	Low
Electronics	Medium
Engineering (mechanical and electrical)	High
Equestrian	High
Hairdressing / beauty	Medium
Hotels and restaurants (non catering)	Medium
Manufacturing / craft	High
Mining and quarrying	High
Printing	Medium
Repair of motor vehicles and motorcycles	High
Retail trade	Low
Sales	Low
Security	High
Sport / recreation and leisure	Medium
Textiles / clothing	Medium
Transport	High
Utilities	High
Wholesale and warehousing	Medium
Outdoor pursuits	High

(Source – The TEC National Health and Safety Code of Practice)

RESTRICTIONS ON THE ACTIVITIES STUDENTS MAY CARRY OUT ON WORK EXPERIENCE (taken from Devon County Council Guidelines 2009)

LEGAL RESTRICTIONS

Depending on availability, students should be able to secure placements that enable them to engage in the enhancement of key skills for employability in areas of most value to them in relation to their transition plans. However, the **Authorities endorsing these Work Experience Guidelines operate the following restrictions on the employment of young persons.**

Work experience placements at sea will not be approved, except on estuaries and local inshore waters and these will only be approved after considering the risks associated with the placement.

PROHIBITED EMPLOYMENTS AND LEGISLATION

Students should not be placed into:

- certain work using radioactive substances and manipulating redlight
- vitreous enamelling on metal or glass
- blasting, asbestos manufacture, certain chemical processes, chromium plating, rubber manufacture, certain occupations involving lead processes
- locomotive driving and the driving of cranes in docks
- work in agriculture which may cause injury through handling heavy weights and which may involve handling poisonous substances
- work in mines and quarries
- work in betting and gaming
- cleaning of machinery in motion
- work with circular saws
- work on any sea going ship or boat
- work in or in connection with the sale of intoxicating liquors, except in places where such liquors are sold exclusively in sealed vessels and provided that such sales are supervised by the licence holder or an adult on his/her behalf.
- work on ladders is prohibited above 2 metres high. Special dispensation may be given to uniformed organisations where proper instruction and training has been given.
- work on roofs

Students should not handle certain machinery unless fully instructed in accordance with regulatory body or HSE guidance and should be under constant close supervision. Such machinery includes:

- hand or power operated guillotines and platter grinders, power operation brick and tile presses, dough brakes and mixers, warm pressure extruders, hydro extractors, calenders, washing machines and presses in laundries, meat mincers, milling machines, hydraulic and pneumatic presses, semi-automated wood turning lathes, wire stitchers and loose knife punchers.

Areas of prohibition for students on work experience which have been highlighted - identified in the HSE publication "Young People at Work":

- work "which is beyond their physical or psychological capacity"
- work involving harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child, or which in any other way chronically affect human health
- work involving "harmful exposure to radiation"
- work involving the risk of accidents, which will not be recognised or avoided by young people because of their carelessness or lack of experience or training
- work involving risk to health from extreme heat or cold
- work involving risk to health from vibration
- work involving risks to health from noise

Blundell's School

October 2011

