



Cardinal Newman Catholic School

A Specialist Science College

"Together towards our Lord, through learning, love and faith"



WORK EXPERIENCE HAND BOOK

YEAR 10



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"Together towards our Lord, through learning, love and faith"

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WHY IS WORK EXPERIENCE IMPORTANT FOR YEAR 10 STUDENTS?

In year 10 your daughter/son will be given the opportunity to participate in a one week's period of work experience. This is organised with the School and Best Practice Training Development Ltd

There are many advantages for students going out on a work placement.

It is a fantastic opportunity to experience what it is like in the world of work, to find out their strengths and weakness, likes and dislike, increasing self awareness.

In the past the scheme has proved invaluable as a means of developing self-confidence, self reliance and a variety of social skills.

Each student will have a unique experience with a chance to shine –benefit students who are not strong academically or have low self esteem.

A chance to work with adults as equals which helps to increase confidence and maturity

Choosing what to do is a large task in itself?

- **Do I choose a Vocational Placement?**
- **Do I Choose a placement linked to my career aspirations?**
- **Do I choose Job linked to a hobby?**

You do not have to link your work experience to work aspirations but choose something you feel will develop you and that you will enjoy.

Although you will not learn a job in a week, the experience stays with you forever.

Here are some quotes from previous students over the years, what they said about their placements.

"showed me what the real world is like"

"made me want to be self employed"

"was really worried before I went"

"hard work"

"didn't like it"

"Really enjoyed it "





Best Practice Development Training Ltd

Cardinal Newman school work in partnership with an outside provider to help organise placing students,
Best Practice Development Training Ltd – BPDT

Best Practice Training & Development was founded in 1997 to promote excellence in customer contact and service leadership. Since then, they have become one of the UK's leading training organisations.

Mission

BPTD mission is to be an exceptional and responsive training provider - providing life-changing education and training that improves skills, wellbeing and inclusion - moving learners closer to work and helping them progress in work - in order to improve the life opportunities and outcomes for our learners and their families. The (BPDT) believe that partnerships between education and business have a key role to play in meeting the challenges of our time.

Values

We are guided in everything we do by our five core values:

- High standards
- Inclusive
- Innovative
- Focused
- Integrity

Our fully-accredited Workplace Learning programmes deliver sustainable improvements in skills and performance for all levels





Selection Choices or Own Lead

Your Child -has the option to select or make an Own lead

A selection choice is where you will pick **10** choices from the web view; put them in order of preference. The more choices you make the more options you will have, as you will not always be given the 1st choice. Some companies that you choose may say no for various reasons once the BPDT approach them.



When choosing your options from the web view try to make your selection from the same category or no more than 2, this shows the BPDT what your interests are and makes placement easier.



Example

Administration Business & Office Work or Retail Sales & Customer Services, make your 10 choices of companies in these categories-**Mix and Match** choose 5 from one category 5 from another.

Own lead Choice -Is where your Child makes their Own placement, this can be taken from the BPDT website.



They will need to telephone, email/write to their chosen Company/organisation prior to selecting to ensuring they are able to accommodate, they may be asked to attend an **interview**. The Company then need to fill out all the details requested and return the form back to you as soon as possible, **BPDT may** need to visit and complete a risk assessment before the placement is confirmed. **A Health and Safety Check needs to be in date in order for the placement to be valid.**

This needs to be completed and signed by the **Company** concerned.

All students will be issued with an Own Lead form & Parent/Carer approval.

Students making an Own lead will need to complete both forms

Students making selection choices will only complete the **Parent/Carer approval form** with students' details – **Medical- SEN EAL**

Out of County

If you choose an Own lead which is placed out of Luton this is called an **Out of County placement.**

There will be cost involved if you choose to go out of Luton Bedfordshire

This will not be covered by the school, the BPDT have to allocate a member of staff to visit the site and carry out a risk assessment / health & safety check. Depending on which county you selected will depend on the cost. **Please ensure you check the price of your out of county placement with Mrs Mcneil before confirming your placement.**



Paperwork

Paperwork to be signed by Parent/Carer.

All students will be issued with an Own Lead form & Parent/Carer approval.

Students making an Own lead will need to complete both forms

Students making selection choices will only complete the **Parent/Carer approval form** with **students' details – Medical- SEN EAL**

The signed form should then be returned to Your **Childs Tutor** who will pass onto **Mrs McNeil**

Own lead paperwork

This needs to be completed and signed by the **Company** concerned. The Company need to fill out all the details requested, Employability & Public liability insurance, forms need to be returned as soon as possible as **BPDT** may need to visit and complete a risk assessment before the placement is confirmed. **The Health and Safety Check needs to be completed in order for the placement to be valid.**

Own lead forms returned, are crucial as your placement may need to be visited before conformation can be approved, if you fail to return forms on time then they will refuse your visit.

Dead Line Dates.

Over the course of your work placement you will be given dates in which your paperwork must be in by.

These dates are very important as they have been issued to the school via BPDT

All students will be asked to submit their choice/s by December 17th 2021

Conformation of Placement.

Once your child has selected your placement choice and it has been confirmed by the company, you will receive conformation from the BPDT

Own Lead conformation paperwork will be slightly different from selection choice paperwork, this is due to own lead students having made a personnel contact with their company, where a selection choice student has had no contact with the company and will require an Interview prior to their start date.

Please ensure you read your job specification and all details fully so if you have any questions they can be rectified before you go out on the placement.

**Own Lead Paperwork
Parent/Carers approval**

WEBVIEW MAKING YOUR SELECTION CHOICES

Web view page will look like this

For students arranging their own placements & selecting choices

If you are arranging your own placement, please check to see if the company is on the database, if it is, select the job from the drop-

down list below and make it your **only** choice:

If the placement is not on the database [click here](#) and follow the instructions on the next page.

For students selecting placements

Make your selections from the categories listed below

 Administration, Business and Office Work	 Financial Services	 Performing Arts
 Building and Construction	 Healthcare	 Personal and Other Services including health and beauty
 Catering and Hospitality	 Languages, Information and Culture	 Retail Sales and Customer Services
 Computers and IT	 Legal and Political Services	 Science, Mathematics and Statistics
 Design, Arts and Crafts	 Leisure, Sport and Tourism	 Security and Armed Forces
 Education and Training	 Manufacturing and Production	 Social Work and Counselling Services
 Engineering	 Marketing and Advertising	 Transport and Logistics
 Environment, Plants and Animals	 Media, Print and Publishing	

These are the categories which you are able to make your selections from.

As you click on to one of categories it will list the choices of company that are available for work placements



CHECK LIST

Please tick off and date paperwork as you hand it into the Co-ordinator.
Not all forms will be applicable to your choices.

PAPER WORK	TICK	DATE
Parents consent signed		
Selection choices		
Own lead paperwork		
Conformation letter		
Selection choices		
Interview		

Returning back to school

After your weeks placement you will return back to school and be required to complete an on line questionnaire, you will also fill out a key skill grid form, this is in relation to your performance whilst on your placement. These forms will be part of your progress file which you will start to build up in year 10/11. So please make sure you have completed your log book and preparation work booklet to help you when completing the above.

Good Luck and don't forget please see me if and when you are unsure of anything.

I will be running a lunch time drop in club in December right through until placement, for questions & queries.

I am based at the school and can be contacted between school working hours on the school number or e-mailed at cmcneil@cardinalnewmanschool.net

Kind Regards
Miss C. McNeil



Choices

The word "Choices" is displayed in a playful, rounded font. Each letter is held up by a hand of a different skin tone, creating a diverse and inclusive visual. The letters are: 'C' (blue), 'h' (green), 'o' (red), 'i' (purple), 'c' (yellow), 'e' (light blue), and 's' (pink). The hands are positioned below the letters, with fingers gripping the bottom edges. The background is plain white.

