



# RIDGEWOOD HIGH SCHOOL

## Work Experience (WEX)

13<sup>th</sup>-17<sup>th</sup> May 2024



**Work Experience (WEX) 2023 13<sup>th</sup>- 17<sup>th</sup> May 2024**  
**Frequently Asked Questions**

**I don't know what to do or where to start?**

Don't worry it's not as scary as you may think. Your pack is full of **help and advice so keep it safe and use it, you will be referring to this in Year 10 a lot**. It contains the important **forms that you need to give to your employer** to complete once they have agreed to take you on. **You need to be proactive and take ownership** about finding your own placement. This is your work experience! If you need extra help, see Miss Haines, Miss Baldry, or Miss Bastock. Don't wait until the last minute. Popular employers such as hospitals, theatres and vets **get booked up very quickly**.

**What's in it for me?**

- **You** will get more out of this the more **you** put in. Some students have been offered a Saturday job during WEX, some have been offered full time work or apprenticeships!
- You can learn if this is the career for you and what you'd need to do to achieve this. Or if it is not for you then you are still gaining important experience of the world of work and get an addition to your CV.
- You will gain experience of how to work professionally.
- You will grow in confidence and probably surprise yourself with what you are capable of.
- You will be able to add this experience to your CV, making you more desirable to employers.

**How do I find a placement?**

- Do some research (google local companies) where you would like to work and contact employers. Search in areas you know you can get to. This means deciding on how you are prepared to travel. The more flexible you are, the more options you will have to find the right placement for you.
- If you are unsure about what is involved in certain jobs check out the videos on the **icould website ([www.icould.com](http://www.icould.com))**. Also the **National Careers Service website ([www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk))** has lots of useful information and can also help you build a CV, if you would like to include one in your applications.
- You can contact companies by email, letter, or telephone (see examples provided). You may have extended family or friends who work at a company that could offer you a placement don't be afraid to ask.

Don't get discouraged you will need to be persistent to be successful. **Start now, the later you leave it the harder it will be.**

**Keep a record of all contacts that you have made. This will help you keep track of who has replied and who you need to chase.**

**How do I get there?**

You need to make this one of the first things you think about. Will you walk, take the bus or be lucky enough to get someone to drive you? Remember you will be expected to arrive on time everyday so factor this into your choices. If you are using public transport, you need to check your journey is achievable each day. If someone is taking you and they work, does it fit in with their own journey?

**What should I wear?**

You will need to ask your employer before your first day. If in doubt, dress smart casual or appropriately if there is a chance of getting dirty. You will be expected to contact your employer 4 weeks before your start date to discuss everything you need to know ready for your first day. They may even want you to attend a pre visit. They won't think you are being a nuisance; they are more likely to be impressed that you are conscientious.

**What hours should I work?**

Most placements will be approximately 9 to 5 with a lunch break. Employers may ask you to come at different times. Always try to do what they ask, but if you have difficulties, start by explaining and talking to the employer.

### **What should I do if I am ill on the day?**

- 1) Please phone the employer first, as early as possible.
- 2) then contact the school as well to let them know you won't be attending that day.

### **Will I get paid?**

**Work experience is unpaid.** You are gaining experience and the employer has to spend time showing you what to do. Sometimes if the placement has gone well, you may receive a gift or reward, but this should never be expected, and would need to be reported to school if this has happened, as your work experience provider will not be allowed to do this in exchange for your work.

### **What if I don't know what to do at placement?**

You will probably be doing lots of new things that you are unsure about initially, but you will be given instructions by another member of staff. If you still don't understand or think you are unable to carry out a task don't be shy-ask again. Your employer would rather you do a task safely and to the best of your ability. They know you are not qualified professionals and are doing your best, so they will be patient and help you if you need them to. If you have finished a task, make someone aware and ask if there is anything else you can help with. Being helpful is a brilliant work skill and will be appreciated.

### **My friend is working fewer hours than me, that isn't fair.**

Unfortunately, life isn't fair sometimes and certainly people work different hours depending on their job. Judge your own experience from your point of view and try not to compare with other people. Most placements have advantages and disadvantages, and they are certainly not all the same.

### **What happens next?**

1. Once you have a placement get them to complete the Work Experience Placement Offer Form in your pack and pass it to Miss Haines or your form tutor/head of year.
2. Dudley council will start the health and safety check process. This takes a very long time, but the placement cannot take place without it.
3. Once it's done Miss Haines/Miss Bastock will send home a form for your parents to sign, giving permission from your family to be on placement.
4. 4 weeks before you start your placement **you must contact the employer to make arrangements for your first day.** They may ask you to attend a short meeting before you start to discuss this, but this does not always happen.
5. Before you start you will receive a logbook to record you experience. Take it every day to your placement and ask the employer to complete the report at the end of the week. This acts as a reference that you can use for future college, apprenticeship, and job applications.
6. While you are there your form tutor or a staff member from Ridgewood will call or visit the placement to see you at work and have a chat.
7. Once you have finished your placement you should ensure you thank them for allowing you to have this opportunity. Please bring your logbook back into school for your form tutor to review.

**Congratulations! You've got a work experience placement lined up. This is your chance to gain some insight into the world of work, collect some practical examples of your skills for future job applications, and make a good impression on a potential referee.**

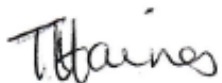
#### **Helpful tips to remember during WEX:**

- **Be professional.** Turn up on time. Look the part – check on the dress code before you start, and if in doubt, go smart. Don't spend time on personal phone calls, e-mails, or Facebook. Don't take extended lunch breaks and make sure your behaviour is appropriate. You want to make an impression for the right reasons. Be a good

colleague; remember that the people you are working with may be under pressure. Try to make less work for them, not more.

- **Be realistic.** In an ideal world your placement would involve tasks that you love doing, however, work experience may well involve some routine tasks – as do many jobs, especially in the early stages of your career. Even routine tasks can develop skills such as attention to detail, communication, numeracy, organisation, and team working. Prove yourself to be reliable and efficient, and more interesting opportunities may follow. Remember, it may not be practical for your employer to give you complex tasks.
- **Be enthusiastic.** Even if you don't always feel it.
- **Take everything in.** You can learn from what you observe as well as from what you are invited to do. Take note of how your colleagues communicate with each other and with external contacts.
- **Build relationships – don't force them and don't neglect them.** Be friendly and receptive, but not pushy.
- **If you need to, ask.** If you're unsure about what you're doing, it's much better to check than to guess. Colleagues prefer to take time to help you do things right, rather than have to pick up the pieces later.
- **Remember, it's a learning experience.**

However, your work experience turns out, you can learn from it.  
So good luck and I look forward to working with you!



**Miss T Haines**  
Leader of PSHCE  
Ridgewood High School

**Example of placement request letter/Email.**

**Your name**

**Address – include full postcode**

**Telephone (optional)**

**Email address**

**Name and address of organisation**

Dear Sir/Madam, **(or name of the contact if known)**

I am a Year 10 student at Ridgewood High School, currently studying for my GCSE's. I am writing to ask if you would be kind enough to take me on as a work experience student at your company for one week from Monday 13<sup>th</sup> May until Friday 17<sup>th</sup> May 2024.

I am interested in working **(explain why you like their kind of work).**

My interests are **(include those which particularly relate to the Work Experience placement. Also mention any clubs or organisation you may belong to such as Air cadets, sports clubs etc. and mention any awards you are working towards such as D of E).**

At school I **(mention any subjects you are particularly good at, good attendance, activities you are involved in particularly where they relate to your placement).**

I understand that providing a work experience placement is a lot of work for a company, but I would really appreciate the chance to work for **(name of company/organisation).**

Thank you for taking the time to consider my request and I look forward to hearing from you at your earliest convenience.

Yours sincerely (if you know the name of the person you are writing to)

(Or)

Yours faithfully **(if you don't know the name of the person you are writing to and have started your letter Dear Sir/Madam)**

**(Space for your signature if letter)**

Type your name.



### How to have the Telephone Call

With a little careful planning a telephone call can be just as effective as a letter or email. Below are a few hints to make it go smoothly.

- Be prepared. Stay calm. Making a call is not as bad as you may think if you plan ahead.
- Plan exactly what you are going to say, write it down first on a piece of paper if necessary. Also **have a pen and paper handy during the call as you will probably need to take down names/telephone numbers from the people you are talking to.**
- You may not get to speak to the person you require right away so **be prepared to make more than one call.** If they are not available ask when a convenient time for you to call back would be.
- Practise – why not try role playing the call with a friend/family member or teacher beforehand. You may feel silly at first, but this is the best way to gain confidence and plan what will work during the call.
- This is a professional call so be polite and use appropriate conversation. If you are unsure what may be appropriate ask someone who is used to making professional calls.
- Any queries you may have can be answered by Mss Haines or Miss Bastock.

#### **Examples of what to say:**

'Hello, my name is.....,I am from Ridgewood High School and am enquiring about the possibility of doing work experience with yourselves.'

'To whom would I need to speak to, to arrange this please?'

'Thank you, the dates for my work experience placement would be from Monday 13<sup>th</sup> May until Friday 17<sup>th</sup> May 2024. I am really looking forward to working at your company/business.'

'That's ok, thank you. I will call back at a more convenient time.'

'That's ok, thank you for your time, if anything does come up, I would love to know if I can be of help.'

'When would be a convenient time to arrange to have the paperwork signed for my placement, and to discuss with you anything I might need before starting?'

'Thank you for your time, I look forward to working with you in May.'

**RIDGEWOOD HIGH SCHOOL WEX MEDICAL FORM**  
**FOR WORK EXPERIENCE 13<sup>th</sup> May-17<sup>th</sup> May 2024**

This form **MUST** be **FULLY COMPLETED** by Parents/Guardians of **ANY** young person who wishes to take part in the above activity. All questions **MUST** be answered. Any questions which are not applicable should be marked **N/A**.

Student's full name (please print) \_\_\_\_\_ Male/Female

Tel No. for use in emergency: a) Home \_\_\_\_\_

b) Mobile \_\_\_\_\_

c) Alternative \_\_\_\_\_

*(Indicate times of day if relevant)*

1. Does your son/daughter suffer from any condition requiring regular treatment?

*Please tick box.*

YES  NO

If YES, please give brief description of complaint.

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Please give details of any medication you are authorising your daughter/son to take on this programme. Please state DOSAGE you are authorising and frequency of treatment.

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2. **PARENTS/GUARDIANS MUST REALISE THAT BY AUTHORISING THEIR SON/DAUGHTER TO TAKE PART IN THESE ACTIVITIES, RESPONSIBILITY FOR TAKING THE CORRECT MEDICATION RESTS WITH THE YOUNG PERSON AND NOT THE WORK PLACEMENT STAFF.**

3. Does your son/daughter have any allergies e.g., to penicillin, plasters etc or any other substance, which might be used in treatment?

*Please tick box.*

YES  NO

If yes, please give details below.

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Is there any other relevant information you wish the work placement to be aware of:  
(Please describe)

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## 7. DECLARATION

In the event of an emergency:

a) I agree to my child being given any medical, surgical, or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

b) I can be contacted by telephoning the following number(s)

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

c) Please state an alternative contact point: \_\_\_\_\_

Tel:

Name and address  
of contact

I undertake to advise the school with the minimum of delay, any change in circumstances referred to on this form between the date signed and the commencement of the work experience placement.

Name of Parent/Guardian (Please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The information you provide on this form will be used to administer the event and assist in maintaining the health and safety of your child whilst under the supervision of the work placement. Personal and sensitive information will only be disclosed to others if the need arises. It will not be used for any other purpose and will not be retained by the Directorate/Centre beyond the event in question.

**THIS FORM MUST BE RETURNED TO: Miss Haines or Miss Bastock.**

**ON OR BEFORE THE FOLLOWING DATE: 5<sup>TH</sup> FEBRUARY 2024**



## COMPANY INFORMATION

*(These details must be completed by the employer in full, field marked with \* are essential)*

<b>*COMPANY Name &amp; Address:</b>  <i>(Please include postcode)</i>			
<b>CONTACT Email &amp; Telephone:</b>			
<b>* NAME OF CONTACT</b> <i>(Who has agreed the placement?)</i>	<b>Mr/ Mrs/ Miss/ Ms/ Dr</b>		
<b>How would you like to receive correspondence from the school?</b>	<input type="checkbox"/> <b>EMAIL</b>	<input type="checkbox"/> <b>POST</b>	
<b>COMPANY INSURANCE DETAILS</b>			
<b>Do you hold Employers Liability Insurance Cover (£5million)?</b> <b>Insurance Company Name, Policy Number &amp; Expiry (ELI only):</b>	<b>YES</b>	<b>NO</b>	<b>JOINT POLICY</b>
<b>Do you hold <b>Public Liability Insurance</b> cover? (£5 Million)</b>	<b>YES</b>	<b>NO</b>	
<b>If you <b>do not</b> have any of the above insurance covers, are you willing to take cover out for the placement?</b>	<b>YES</b>	<b>NO</b>	
<b>GENERAL PLACEMENT INFORMATION</b>			
<b>No. of Placements Offered:</b>		<b>What hours will the student be working?</b>	<b>FROM:</b>
			<b>TO:</b>
<b>What does your company do?</b>			
<b>What kind of work/ tasks will the student be undertaking?</b>			
<b>Where/ Who should the student report to on the 1<sup>st</sup> Day?</b>			

<b>Will the student need any work clothes for your placement?</b> <i>If YES, please detail</i>	
<b>Do you have any uniform requirements?</b> <i>If YES, please detail</i>	

**PLACEMENT AGREEMENT**

The Company will fully discharge its legal duties in managing the health, safety, and welfare of this student. The Company's insurers have been advised that this work placement is taking place and have confirmed that the insurance cover includes students on work experience / work placement. The Company will indemnify the student to the same extent as other employees regarding accident or damage to property, other employees and third parties. Our Company Health & Safety and Employer Liability Insurance arrangements (with a minimum of £5m indemnity) will be in place for this work experience opportunity. The Company is aware that contact information (including the named contact at the company listed above) will be shared with Dudley EBP and their Consultants to initiate Health, Safety and Welfare paperwork regarding young people in the workplace and hereby consent to this.

**I am authorised on behalf of the above company to confirm the above during this work placement:**

<b>PRINT NAME</b>		<b>DATE</b>	
<b>SIGNATURE</b>			

# Year 10 WORK EXPERIENCE CHECKLIST

## Preparing for your pre-visit:

Please contact your work experience employer before your placement begins to make an appointment.

Date:.....

Time:.....

Place:.....

- Arrive in plenty of time.
- Dress smartly, be polite and respectful.
- Make sure that you take this checklist with you.
- Confirm arrangements for your first day including time, where and who to report to.

### Work Hours

	Start	End	Department
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

### Personal Checklist

The place and person to report to on your first day:

.....  
.....

The time to be there:

.....

Method of transport to work:

.....

Journey time:

.....

How much will the journey cost:

.....

Lunch and break arrangements:

.....

Any special clothing or footwear:

.....

Any other information

.....  
.....