

Work Experience

All students in Key Stage 4 complete work experience for 1 week at the very start of term in September of Year 11. We see this is a vital opportunity for students to gain experience of real workplaces.

We launch the work experience planning process in the spring term of Year 10. Students are given log-in details to access a database of employers in partnership with Telford and Wrekin Council's Education Business Links Team (EBL).

Finding a placement

This database contains the details of many employers who have offered work experience placements in the past. Your child can access this database from the following link (students will need a log-in to access it, which will be provided in the Spring term):

<https://dac.telford.gov.uk/workexperience/>

Students can use this database to find an employer they are interested in, or alternatively they can contact employers who are not on the database.

Contacting potential placements

Once students have found a potential placement, they must contact the employer directly, remembering to include:

- Which school they are from and the contact details
- The name of their work experience co-ordinator
- The dates of their placement
- Their name and contact details
- The reasons for their interest in their chosen company
- Anything else that will help them stand out in their application

Insurance

All employers must have Employers Liability Insurance in place, and be able to provide evidence of this. Without this insurance the EBL Team will not approve any business. This is to ensure the necessary insurances are in place should anything happen. It is essential your child checks with their employer that they have the relevant insurance in place covering a work experience placement before they submit any placements to the school for approval.

Submitting details of student's placement

Once a placement and the insurances have been confirmed by the employer, your child will need to enter their placement details onto the EBL Database to request Approval by the EBL Team.

To add details onto the database, students will need to know the following information:

- Name of Business
- Contact name
- Full postal address
- Phone number and email address
- Which department they will be working in/type of placement