

Year 10

PLUME ACADEMY  
WORK EXPERIENCE  
2020



# Why we do it....

*'Tell me and I will forget;  
Show me and I may remember;  
Involve me and I will understand'*

*Old Chinese Saying*

# What the DfE say...

‘ a placement on employer’s premises in which a student carries out a particular task or duty.....more or less as would an employee, but with the emphasis on the learning aspects of the experience’

# What the students put into it

Apply skills developed in lessons

Working hard to gain an insight into the world of work

Show or develop confidence and employability

Develop career goals



# What the students get out of it

Hands On

Develop personal qualities and skills

Realistic career decisions

Assessment and Achievement

Improves attitude, motivation and team ethic

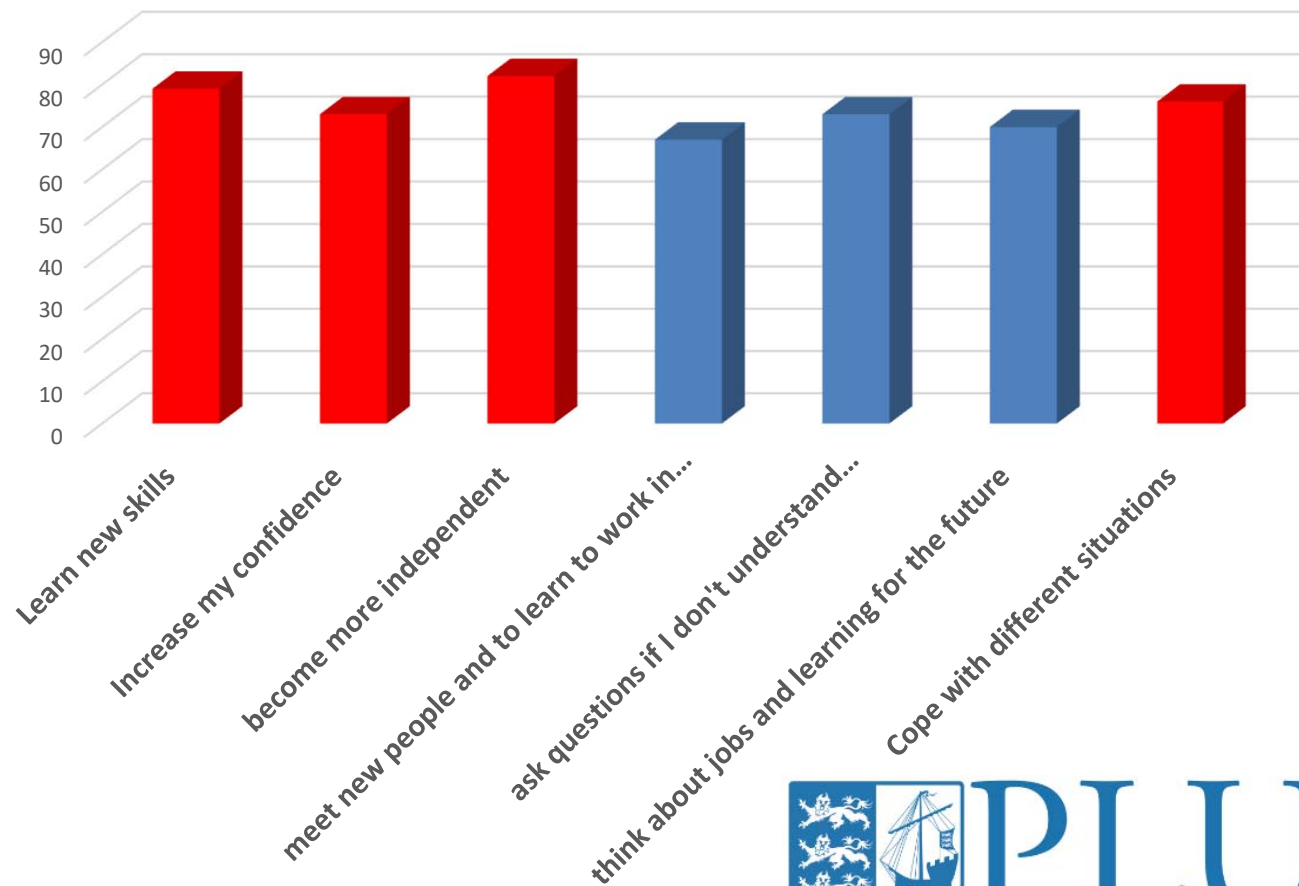
Understand Employers' Expectations

Studies v Outside world!



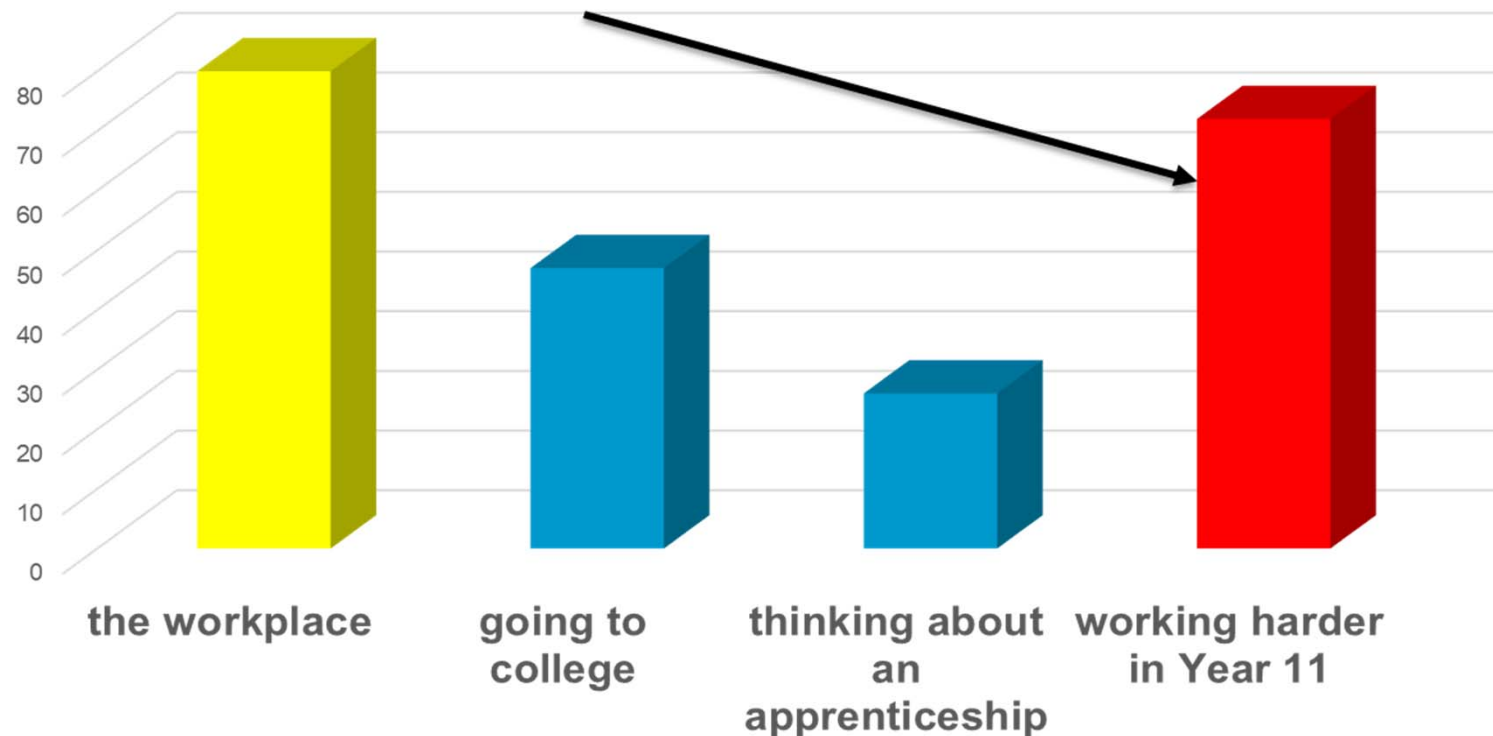
# Student feedback 2019

Work experience has helped me to.. ( tick all that apply)



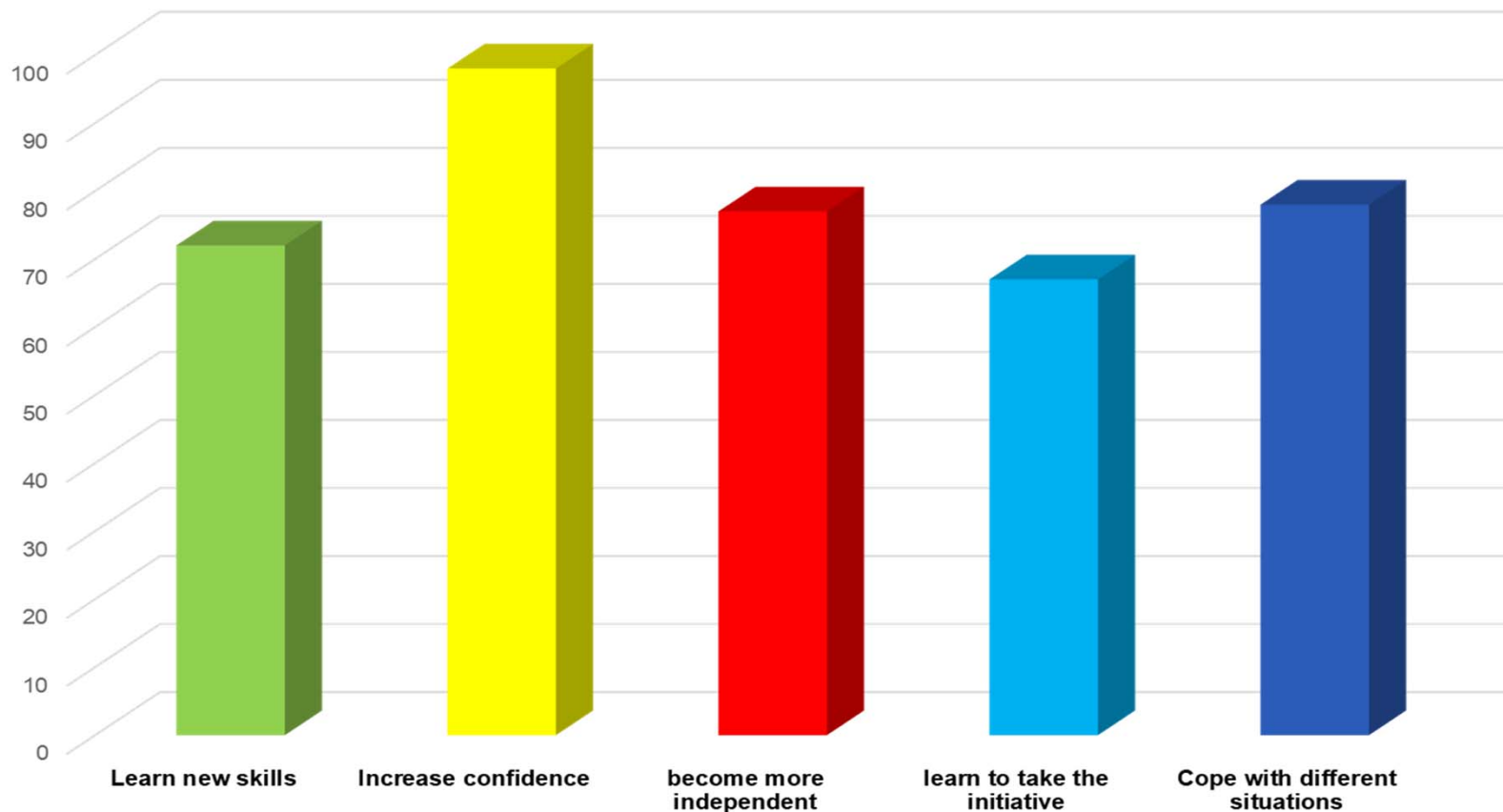
# Student feedback 2019

I feel that the placement has made me much better prepared for ....(tick all that apply)



# Parent feedback 2019

**In your opinion do you think that work experience has helped your child to.. ( tick all that apply)**





# Parent feedback 2019

Was exceptionally proud of my son who lacks in confidence and really excelled in himself conversing with adults, and now works for his placement on a regular basis . Can't recommend work experience enough.

xxxxx was able to talk to the staff about the different steps to take and different by courses that would help xxx get into the type of employment xx wants to go into. The placement has helped decide which direction xxx would actually like to go down.

They treated my daughter as a mature member of their team. They allowed her to show initiative, to take responsibility for tasks and taught her new skills. They gave her credit when she performed well and helped her confidence to grow.



**PLUME**  
*Maldon's Community Academy*

# Where does it lead to?

Developing employability skills – what do employers want?

College applications

University applications

Part-time work

Voluntary work

# Real Feedback

Meet our Year 11 Students

Oliver Early

# The process starts now

STUDENTS are responsible for finding a placement.

Extensive list available on Plume Website.

ALL placements will be checked for suitability.

Limited STEM placements available.

Plume based work-skills programme.

# How to start – Step 1

Personal arrangement


Plume Careers

Tutors

Teachers

Parents/Friends

# Step 2

 **WORK EXPERIENCE OWN PLACEMENT REQUEST**

WORK EXPERIENCE DATES – 8<sup>th</sup> July to 19<sup>th</sup> July 2019

Please complete this form in CAPITALS and BLACK PEN and return to Plume Academy

STUDENT'S NAME ..... D.O.B. .... LG .....

**TO BE COMPLETED BY THE EMPLOYER:**

EMPLOYER/ ORGANISATION ..... *Coventry* .....

Employer/Organisation's address ..... Contact's Position .....

..... *John* .....

Post Code: ..... Mobile: ..... Email address: .....

Main business of company/organisation .....

Work Experience Job Title .....

Work Experience Activities .....

Is employer's address where the work experience will take place? ☐ YES ☒ NO please give details .....

To be completed by the Employer/Organisation providing Work Experience placement

Have you had a student from Plume School complete a work placement with you in the past YES/NO

- Employers offering Work Experience placements are required to be visited by a Plume representative to assess the suitability of the placement. The visit will cover insurance, Health and Safety, placement activities and working practices in accordance with the Health and Safety Procurement Best Practice.
- INSURANCE – Employers Liability Insurance cover and Public Liability Insurance cover are legal requirements for Work Experience. We regret we are unable to take up offers of Work Experience from companies or organisations without the required cover.
- I confirm I am happy to undergo a placement assessment visit ☐ YES ☒ NO (If NO, placement will not be able to go ahead).
- Please seek advice from your HR/Finance/Health and Safety Advisor or Owner of Business for the following information:

**EMPLOYER'S LIABILITY**

Company and Provider ..... Cover Amount £ .....

Policy No. .... Expiry Date .....

Do you have valid PUBLIC LIABILITY insurance cover? ☐ YES – Cover Amount £ ..... ☒ NO

Are your premises registered with either of the following? ☒ Local Authority ☐ Local Authority

Do you have five or more employees (e.g. Work Experience student) ☒ YES ☐ NO

If YES

(a) Do you have a written Health and Safety Policy and arrangements? ☒ YES ☐ NO

(b) Do you have a written Risk Assessment? ☒ YES ☐ NO

(c) Do you have Young Person's Risk Assessment? ☒ YES ☐ NO

Are you a "One-person business"? ☒ YES ☐ NO


Please confirm your offer of a Work Experience placement (a MANAGER or SUPERVISOR should sign below:

For and on behalf of (print company) .....

Signed: ..... Position: .....

Print Name: ..... Date: .....

Job Ref No:



## Step 3

Once paperwork is received Plume confirms the place and sends the EMPLOYER a contract.

Place is then confirmed officially to parents and student.

Student may start Work Experience.

If a place is not confirmed – Plume Work-Skills

# Practicalities to consider

Location – Travel Costs

Transport needed

Specialist clothing

Work Hours

Additional Costs



# Key Dates For Work Experience

November- February	Secure placements
Feb 23rd 2020	Cut off point 1
May 7th 2020	Cut off point 2
Ongoing	Placement confirmed
June and July	WEx preparation
July 6th 2020	Work Experience Begins
July 17th 2020	Work experience ends
September 2020	Debrief day/workshops