

4th Year Parents Information Evening September 2016

Work Experience

Work Experience is a wonderful opportunity for students to:

- Prove or improve their employability skills
- Gain experience in a specific sector for future applications (including degree courses)
- Network and get their name known
- Decide whether a career is right for them

Key dates

Work Experience week: **22nd to 26th May 2017**

Completion of work experience paperwork: **16th February 2017**

Placements outside North Yorkshire should be confirmed well before the deadline as NYBEP will not guarantee that the necessary health and safety checks will be in place for these placements.

Please note, that there will be additional health and safety fees for placements outside of the county, Harrogate Hospital and London.

Getting started

The North Yorkshire Business and Enterprise Partnership (NYBEP) who help organise our work placements have launched a website aimed at students, parents and teachers. The website contains all the placements that have been used in the county over the past five years. This will be an ideal starting point for those students who are unsure about the type of placement they wish to undertake. Even if a student has already organised their work experience placement it is important that they look at this website just in case they are let down by their employer and they need to find a new placement.

The website address is: **<https://nybep.work-experience.co.uk>**

Username and password: **RiponGrammarStudent17**

Making contact with a potential work experience employer.

Ideally, the students themselves should make contact with a potential employer. Sometimes this is not always possible but it is a very good introduction into the world of work. Often a polite phone call can make all the difference when trying to gain a placement. As part of their ICT lessons students have been compiling a curriculum vitae and covering letter which should help them if a potential employer asks for further details.

Working in the health service.

There have been changes to the way Harrogate Hospital arrange work placements. The hospital has respectfully asked that students and parents should not contact the hospital directly. Application forms for these placements are available from me and, because of the high demand places are very limited and will be for a maximum of three days. Therefore these students will need to find a second placement for the remaining days. The hospital now has two work experience coordinators who decide which students they can take. In the Lower Sixth, students can apply again or become a volunteer. Further details are available from their website **<http://www.hdft.nhs.uk/working-for-us/become-a-volunteer>**.

Harrogate Hospital is holding an open event on Thursday 29th September 3.30-7pm. Admission is free with over 35 stands so you can speak to people from different departments and specialties. Free parking and refreshments will be available.

Students seeking work experience placements in the legal profession.

There were very few successful applications to local firms of solicitors last year. It is increasingly difficult for law firms to be able to offer a suitable programme for students below the age of eighteen. If your son/daughter is keen to undertake a work experience placement in a law firm an early approach is essential.

What happens next?

The best placements are taken very quickly so it is important to act swiftly!

Once a student has successfully confirmed a work placement I need to know the employer's contact details and work place address. If necessary, these details are added to the NYBEP website which then alerts them if a health and safety check needs to be made. Once these checks are completed a WE4 form is issued to the employer for their signature and the same form is sent to parents for their signature. This is basically a contract between the students, parents and the school. Once this paperwork is completed the placement is confirmed by NYBEP. A few weeks before the placement commences, students should contact their placement to confirm their hours of work, lunchtime arrangements and dress code. They should also sort out their travel arrangements.

Useful websites.

www.ripongrammar.co.uk/academic/careers

The careers information section links you to recommended websites covering a wide range of career interests.

In particular:

- *eClips Online*: <http://www.eclips-online.co.uk> login: 2154nov08

Contains clear impartial information on over 100 careers

- *Kudos Inspire* (careers advice) <http://www.cascaid.co.uk/kudosinspire>

This excellent website contains a career matching program with personal career suggestions and details of many different careers. Students have their own individual usernames and passwords for this website.

I would encourage parents to take a look at these excellent websites

My contact details.

If you have any queries about work experience please email me: walkerb@ripongrammar.co.uk

Our Careers Department.

Mrs J. Locke: lockej@ripongrammar.co.uk

Mrs F. Wilson: wilsonf@ripongrammar.co.uk