



## Work Experience Information for Parents

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Introducing students to the world of work can help them understand the work environment, choose future careers or prepare for employment. It can take the form of a short, or longer, placement with an employer where students will have the opportunity to observe and practice work tasks.

### What happens?

#### Before the placement

Schools/colleges across Oxfordshire will work in slightly different ways when organising work experience, some may find placements for their students, others' may ask students to find their own placements, but the health & safety checks of employers offering work experience are all co-ordinated by **Oxfordshire Work Experience (OWE)**.

In all cases, students will be asked to complete a **Work Experience Application Form**. This will ask for parental contact details, their areas of interest and any health issues. If your child has any medical or behavioural conditions this is a useful way of letting the placement provider (who has the duties of an employer in law) know. In the same way an employer **must** inform you of any **significant workplace risks** to a child and how they are controlled. This can be done in whatever way is simplest and suitable and is often done via the school.

Once a placement has been identified **Oxfordshire Work Experience** will liaise with the employer regarding insurance and health and safety and will notify the school of approval.

Before the placement starts both the employer and student should receive **information** about each other. It is essential that students **contact** their employers before the placement to agree start time, hours of work and other requirements. The employer may want to meet the student beforehand, and this can be a useful way to find out more about what will happen and where the employer is located. Historically where contact is not made by a student prior to a placement, the placement fails to occur, so it's something we really encourage.

#### During the placement

- ✔ Parents should inform the employer if a student is unable to attend the placement or will be late for any reason.
- ✔ Any issues regarding the employer or placement should be raised with the school/college immediately

#### After the placement

- ✔ Students will have an opportunity to reflect on their experience and the skills they have used or developed.
- ✔ Often students will write to thank employers.
- ✔ In some cases the employer may offer future opportunities, part time work or a reference.



# Icknield Community College

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## General Information

### Hours of work

The Working Time Regulations 1998 apply for work experience not child employment laws. Therefore:

- ✔ working time, including overtime, must not exceed an average of 48 hours in each 7 days
- ✔ young workers are entitled to a rest period of not less than 12 consecutive hours in each 24 hour period worked
- ✔ where an young worker's daily working time is more than 4.5 hours, he or she is entitled to a rest break (of at least 30 minutes)
- ✔ young workers are entitled to a 48 hour rest period in each 7 day working period

We suggest that working hours are **clearly defined** and agreed by parents in advance of the placement so suitable transport to and from placements can be arranged.

### Payment and expenses

Work experience is part of the school curriculum and employers should make no payment for work to students, however, employers may help out with travel or meal expenses at their discretion.

### Travel

Travel to a placement is the responsibility of the parent in the same way it would be for getting the student to school/college.

### Reporting of absence or incidents

Parents must notify the school and employer of any absence e.g. for sickness

Employers must contact the school/college immediately:

- ✔ if a student fails to turn up, as their participation in work experience contributes to school attendance
- ✔ if a student is involved in an incident or accident. Accidents must also be recorded in line with HSE guidance.

For any school specific questions it is best to contact the school Work Experience Co-ordinator directly – [helen.richardson@icknield.oxon.sch.uk](mailto:helen.richardson@icknield.oxon.sch.uk)