



TIBSHELF COMMUNITY SCHOOL

Y10 Work experience – FAQ for students



This booklet has lots of information about your work experience journey to Tibshelf School.

It should also answer any questions that you might already have.



Can I find my own placement?

We could prefer that your placement comes from the Derbyshire County Council (DCC) list of approved work experience placements. However you are able to find your own placement should that be more appropriate, but that would still need to be approved by DCC before you went on placement.

What should I do if I have found my own work placement?

Give the information to your Form tutor or Mr Penford, ideally on the form provided within the parent letter. We will make the arrangements for the placement with the DCC. They will need to know:

- the full name, address and postcode of the company
- the telephone number of the company
- the name of the person in the company who can be contacted to arrange the health and safety visit
- the department you are going to for work experience, and
- the job you will be doing

Can I go to work outside of Derbyshire?

This depends on the distance and DCC approval. Check this with Mr Penford beforehand.

Will definitely not allow any work placements overseas.

Can I go to work experience during the summer holidays?

No. Any time you spend in the workplace in the school holidays cannot be counted as work experience, and it has nothing to do with the school. If you do go on a placement in the school holidays, Tibshelf Community School cannot be responsible for you, and you will need to arrange your own work permit before you start.

Can I go to work experience which involves staying away from home?

Only if you will be staying with an immediate member of your family. Tibshelf Community School will also need to get permission from the local authority education visits adviser for this as well.

Can I go to work experience with a family friend who works on their own?

Before you can go on any placement, the DCC must check that the employer has Employers' Liability Insurance. If they work on their own, they will also need to be checked by the Criminal Records Bureau (CRB) before the placement can be approved.

Why does an employer have to have Employers liability insurance?

When you go on a work experience placement, into any company, you will be regarded as another employee. The employer must fulfil all legal requirements for having you in their company, and having Employers' Liability Insurance is one of these legal requirements.

Will I be able to do the same jobs as everyone else in the workplace?

The employer will try to give you a variety of tasks to do while you are in the workplace. But, there will be some jobs which you will not be able to do and equipment you won't be able to use because you're too young. You will be given a copy of your job description before you go out on work experience. This will give you details of the tasks you are allowed to do while you are on work experience.



Are there jobs I can't do on work experience?

Yes. This is usually because the area of work is considered too dangerous or unsuitable for someone under 16. Mr Penford will be able to give you further information should you have a desired place to work.

If I need special equipment to do the job, will the employer give me these?

Your employer will usually give you any special clothing or boots you will need to use. You will not have to buy these yourself and you will be told when you need to wear them. It is your responsibility to make sure that you obey your employer's instructions.

Do I have to work the same hours as everyone else?

In most workplaces you will work the same hours as everyone else. This will give you a real feel for working in that sort of job. If the company you are going to has employees working shifts, as you are under 18, there will be certain hours and particular shifts which it will be illegal for you to work. You will be told exactly what hours you will be allowed to work.

Will I be allowed out of the workplace at lunchtime?

This depends on what arrangements the school, college or your employer have. If you are allowed to go out of the workplace at lunchtime, you will need to behave responsibly.

What happens if I misbehave, can they sack me?

When you are on work experience you will be expected to behave like any other employee. This includes not putting anyone else at risk by being silly in the workplace. If you do misbehave, the employer will deal with you as he would any other member of staff and he may look to terminate the employment by contacting school.

What should I do if I'm having problems with someone in the workplace?

Firstly, have a word with your supervisor who may be able to help you. If not, or if you do not want to talk to your supervisor, then contact your work experience tutor at school (tutor or Mr Penford) and talk to them about your concerns.

What should I do if I'm ill and cannot go to the placement?

If you are ill and cannot go to your placement, you must get someone to phone school and let them know that you are not well enough to go. You should also contact the employer to let them know.

What happens if I injure myself at the placement?

In a workplace all accidents must be reported. Tell your supervisor immediately and they will make sure you get any treatment you need. They will also make sure that the injury is reported in the company's accident book. It is very important that you obey any instructions given to you in the workplace – especially instructions about machinery or tools which you are not allowed to use.

Do I need to fill in the work experience book I was given?

If you have been given a work experience log book by your teacher or tutor, it is very important that you take it with you each day and try to fill it in to record your experiences on placement. This will be useful in the future.