

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.

Please read it before your first day at school and share the information with your parents/carers.

Can I find my own placement?

Ideally, your placement will be found using the list of approved work experience placements on the Safety Measures Database. However, placements not on the database can also be suitable but they will still need to be approved and health and safety checked. This can take a minimum of 6 weeks, so it is important to find your placement well before the deadline.

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

Complete the online work experience form. We will make the arrangements for the relevant health and safety checks to be completed. Please make sure you include the following information:

- the full name, address and postcode of the company
- the telephone number of the company
- Confirmation that the company has **employer liability insurance and public liability insurance**
- 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?

Relevant health and safety checks can be completed for placements in Derbyshire, Nottinghamshire, Lincolnshire, and South Yorkshire. Placements outside of these areas may incur an additional charge to be paid by parents/ carers.

Overseas placements are not allowed.

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 as this cannot be organised by 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 gain further permissions and checks to ensure your safety and wellbeing.

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

Before you can go on any placement, the employer must prove that it has suitable Employers' Liability Insurance. If they work on their own, they may also need to show additional paperwork such as DBS checks before the placement can be approved.

Why does an employer have to have Employers liability insurance?

When you go on a work experience placement to any company, you will be regarded as an 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. However, there may be some jobs which you will not be able to do and equipment you might not be able to use because you're too young. You will be given a copy of your job description before you go 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.

If I need special equipment to do the job, will this be provided by the employer?

Your employer will usually provide 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 role. As you are under 18, there will be certain hours and particular shifts which you will not be able to do (such as night shifts). The employer will clearly communicate the expected working hours before you start.

Will I be allowed out of the workplace at lunchtime?

This depends on what arrangements the school and 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 misbehaving in the workplace. If you do misbehave, the employer will deal with you as they would any other member of staff and they may look to terminate the employment by contacting school.

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

Firstly, speak 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 the school by emailing your head of year or workexperience@tibshelf.derbyshire.sch.uk. We will then work with you to resolve any issues.

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.