

# Kingsbury Green Academy Work Experience

## Information for Employers Document



We would like to thank you for offering one (or more) of our students a work experience placement with your organisation.

This document aims to provide you with the key information for a successful placement. We will also be hosting an Employer briefing on **Friday 25<sup>th</sup> April 2025 at 9am** where we will talk you through this document and answer any questions or concerns you may have. You can register to attend this talk here: <https://bit.ly/4ePY5bf>

### Work Experience Expectation

Students are expected to carry out work activities as if they are a young trainee with the organisation. Students should be provided with an insight into the organisation whilst undertaking different tasks thus gaining an understanding of that particular occupation and industry.

#### Aims:

- To develop student's essential employability skills – problem solving, listening, speaking, creativity, leadership, aiming high, teamwork and staying positive.
- To meet different employers and increase their confidence in networking whilst learning about different job roles and responsibilities within an organisation.
- To gain valuable experience in the workplace that will increase their aspirations and enhance their chances of seeking routes into further education or direct employment.

## Compulsory Requirements

### Insurance & Risk Assessment

It is a requirement for employers offering a work experience placement to complete our online Health & Safety form <https://forms.office.com/e/SmekLZ2FLX?origin=lprLink>. This questionnaire satisfies the HSE advice for work experience health and safety checks.

Each organisation must ensure that they hold [Employer Liability Insurance](#) and we ask that you email a copy of this to Elaine Cook on [ecook@kga.ascendlearningtrust.org.uk](mailto:ecook@kga.ascendlearningtrust.org.uk) along with a copy of an up to date [Young Person Risk Assessment](#).

### Health and Safety

It is of utmost importance that all students should have a safe and enjoyable work experience and we place great emphasis on Health and Safety in the workplace. Under health and safety law, work experience students are your employees. You treat them no differently to other young people you employ. Please refer to the HSE website for full details on work experience students (<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>)

**If an accident occurs** whilst a student is on work experience, please follow your statutory Health and Safety procedures and inform **Kingsbury Green Academy immediately** on 01249 818100.

The student should be clear who their line manager is and meet with them to learn their role, receive a Health and Safety briefing and be shown around the facilities, on their first day.

## **Eventualities**

- If a student is more than 30 minutes late to their placement or hasn't contacted your organisation directly, please inform the school immediately on 01249 818100.
- Whilst with your organisation the student should be subject to the same code of conduct as any other young worker. If at any time, you are dissatisfied with the student then please contact the school before any dismissal to enable us to discuss issues and agree the best course of action.
- A member of the work experience team or a teacher will contact you during the work experience week to ascertain the student's progress. We will contact you by phone to discuss how the student is getting on and if possible, will arrange a convenient time to visit.
- Students should not be paid whilst on work experience. However, some employers may wish to assist with travel or other expenses but this is not expected or compulsory.

## **Work Experience Log Book**

During work experience, students are expected to complete the [Barclays Life Skills Work Experience Log](#). Each student has been given a copy of this Log book and are expected to bring it with them to Work Experience. The Log encourages them to prepare for their work experience placement and reflect on their progress during and after the placement week. It contains a Daily Diary and also a Skills and Values Self-Assessment that organisations can support them in completing. There is also an Employer Assessment section that we kindly ask the Placement Manager to complete and share with their student at an appropriate time during the week.

## **Thank you**

Finally, we would like to express our gratitude for your time and assistance with this important part of the curriculum. It is of tremendous benefit to the students, the school and the community as a whole for the future.

Last year 90% of our pupils achieved what they had wanted to achieve from work experience, 32% of pupils were offered additional experiences such as part-time work, more work experience or to apply for an apprenticeship and over 95% felt they had improved their essential skills. This positive impact would not be possible without your support.

## **Contact**

Please do not hesitate to contact our Careers Coordinator, Elaine Cook on [ecook@kga.ascendlearningtrust.org.uk](mailto:ecook@kga.ascendlearningtrust.org.uk) or 01249 818100 if you have any further questions and we hope to see you at the Employer Briefing.

**The Careers Team at Kingsbury Green Academy**