

## **Year 11 Work Experience 'Frequently Asked Questions'**

Question: Can I use my own contacts to source a work placement, rather than choose a company from the NYBEP website?

Answer: Yes, this is actively encouraged.

Question: Can I choose a company for my work placement, which is located outside the North Yorkshire, Leeds, York or Bradford areas

Answer: No. Work Experience taking place within the school term dates should be carried out at a company located in North Yorkshire, Leeds, York or Bradford.

Question: Why can I not choose a company located further afield to host my work experience?

Answer: Companies located outside the specified areas do not fall under the area covered by NYBEP when conducting Health & Safety or Risk Assessment checks. Please take advantage of any opportunities offered by these companies by arranging work placements there in the school holidays.

Question: I have an interest in a medical career. Are placements available at Harrogate Hospital?

Answer: The Careers Department has close links with Harrogate Hospital, and because placements are in such high demand from students at schools across Harrogate District, each school is allocated a limited 'quota' of opportunities. The Careers Department reserves these placements solely for Year 12 and 13 students. We therefore strongly recommend that Year 11 students look for other suitable roles in the community such as in Care Homes or Day Centres, Nurseries, Pharmacies, Dental Practices etc. This will prove a great preparation for clinical experience offered in the 6<sup>th</sup> Form. Other than this any customer facing role will offer valuable encounters with members of the public and, especially in the service sector, this can often give an excellent insight into the help and support required by people under pressure or in stressful situations.

Question: Can I do more than one 'Work Experience Placement'?

Answer: Yes, we encourage students to get as much work experience as they can. You can obviously arrange extra placements during the holidays – or, should you wish to do more than one placement over the 3 week period after GCSE exams, this can be arranged through the school programme. Additional funds will be required however – we will request £20 towards the costs of each placement.

## Year 11 Work Experience 'Frequently Asked Questions' (cont)

Questions: What does my £20 per placement cover?

Answer: £20 covers approximately 50% of the fees levied by NYBEP. NYBEP's charges cover the cost of maintaining the database and organising the health and safety and risk assessment requirements necessary for each, individual placement, to go ahead.

Question: I have no idea where to start. What sort of help is available to students?

Answer: All documents and advice guides are available to download from the website: [www.staidans.co.uk/departments/careers](http://www.staidans.co.uk/departments/careers). Please refer to:

7 Steps to Arranging Work Experience (short guide)  
Guide to Arranging Work Experience (handbook)

We can also help in person with the following: (NB Drop In and appointment sessions every Tuesday and Friday lunchtime in Careers)

- Ideas
- Skills identification
- Named business contacts
- Making initial contact with the company – by telephone or email
- Follow up contact with the company
- CV's
- Covering Letters
- Mock interviews

Question: When are the deadlines?

Answer: Deadline for registering onto the programme and returning the Parent Consent Slip: **Friday 19<sup>th</sup> October 2018**

Deadline for confirmation of placement and returning your Placement Form to Careers: **Wednesday 19<sup>th</sup> December 2019**

Question: What details are required on the Placement Form before I can hand it in?

Answer: Please check all the details listed below are fully completed before handing in your Placement Form:

- Work Experience Dates (confirmed by company & checked against Ardeche dates if applicable)
- Employer's signature and Employers Liability Insurance details
- Student's details and Medical information
- Student's signature
- Parent or Guardian's signature