



Introduction to Work Experience

WEX Week 11th – 15th June

Who are YC Hertfordshire?



YC Hertfordshire are part of Hertfordshire County Council. We work with the majority of secondary schools in Hertfordshire delivering work related activities including work experience, setting young people on the road to discovering the ‘World of Work’.

Work Experience is a very valuable part of that journey.

Benefits of Work Experience:



- Provides students with an insight into different sectors and careers available
- Gives students the opportunity to use and apply their skills and knowledge in a working environment
- It aids development of 'employability skills' sometimes called 'soft skills' required, not only in the workplace but in life. These include communication, working with others and problem solving

www.ychertfordshire.org

Benefits of Work Experience (cont'd.)



- Great boost to their confidence
- Provides knowledge of the local job market and starts them on the road to building a network of business contacts
- An opportunity to impress local business people – in a few years time there may be the opportunity to go back to the same manager seeking employment!
- Valuable experience to add to student's CV and Personal Statement

Student Medical Information and WEX Consent



- As part of the process for work experience the school will need to gain medical information and consent for each student undertaking work experience.
- It is important to pass on any relevant information that might affect the young person successfully completing their work placement. YC Hertfordshire will then work with employers to put in place any 'reasonable adjustment' required to make the placement a success

YC Hertfordshire

Responsibilities



- Contact local employers to secure suitable placements
- Ensure all employer premises are safe for a young person to work in. This is done by visiting employer premises
- Agree working hours, dress code, lunch arrangements etc., with the employers
- Work with the employer to produce a job description which includes the above information

Data Protection and Security



- YC Hertfordshire Employer database (Link2+) is not an open website. All user access is controlled by individual user name and PIN number
- Only school staff and YC Hertfordshire can see student details, which is their name and tutor group
- Employers are not able to view any student details – no names, only an indication of number of student attending
- Employers can view school contact details and emergency numbers (essential in event of incident or emergency)
- The school contacts the employer around 4 - 6 weeks before the work experience date to inform them of the student's name which triggers the interview process.

Type of Placement



Placements sourced by YC Hertfordshire

- Around 20 weeks before the work experience date YC Hertfordshire gives the school access to their database (Link2+) of employers, offering work experience specifically to your school, showing a range of industries.
- Students will be able to identify their interests and sectors they are keen to work in
- Over the following months the school will work towards allocating students to an appropriate employer, based on their area of interest

Own Placement sourced by students

Student Login Page



Student Login Page

<http://hcc.learnaboutwork.net>

Students will be given a Pin number giving them access to Link2+ once the system has gone 'live' for their learning provider.



This screenshot shows the administrator dashboard. At the top, a blue navigation bar contains the YC Hertfordshire logo, the text 'You are logged in as Administrator', and links for 'Help' and 'Log Out'. Below the navigation bar are four menu items: 'Home', 'Statistics/Reports', 'Utilities/Setup', and 'Preferences'. The main content area starts with a 'Welcome' message, followed by 'Welcome to Link2.' and a brief description of the site's purpose. It then lists three user roles: Employer, Member of school staff, and Student. At the bottom, a footer provides contact information for YC Hertfordshire, including the address, phone number, email, and website, along with copyright information for Veryan Software Limited and a cookie policy notice.



This screenshot shows the student login page. It features the same blue navigation bar as the dashboard. The main content area is titled 'Student Log In' and includes instructions for users to enter their name and PIN. A note specifies that the name and PIN must be entered exactly as provided by the teacher. Below the instructions are three input fields: 'School' (pre-filled with 'The John Warner School'), 'Name' (pre-filled with 'Administrator'), and 'PIN'. At the bottom of the form are 'Login' and 'Clear' buttons. The footer is identical to the dashboard screenshot, providing contact information and copyright details.

Employer Search



Please select one of the options below, or enter the job number

Job number

OR search for all or part of an employer's name here:

Employer

OR search on employer's postcode here:

Postcode

Administration, Business and Office Work	Financial Services	Performing Arts
Building and Construction	Healthcare	Personal and Other Services including hair and beauty
Catering and Hospitality	Languages, Information and Culture	Retail Sales and Customer Services
Computers and IT	Legal and Political Services	Science, Mathematics and Statistics
Design, Arts and Crafts	Leisure, Sport and Tourism	Security and Armed Forces
Education and Training	Manufacturing and Production	Social Work and Counselling Services
Engineering	Marketing and Advertising	Transport and Logistics
Environment, Plants and Animals	Media, Print and Publishing	ALL All Categories

To restrict your search to a specific post code area, town or telephone code area, enter the details here and press submit before making your classification selection.

Postcode: Town: Telephone area code: Flag: Approved only

You may further restrict your search to those flagged with a particular code (or enter * for any flag) and limit it to show only H&S Approved jobs by ticking the box at the end.

Employers are searchable under 23 different sectors by:

- job role, using the icons
- employer sector using dropdown list just above
- geographically Under each search you will see a list of employers offering WEX placements



for public transport journey planning within Great Britain
from traveline south east and anglia
in association with TfL and traveline south west, east midlands & west midlands, and with data from all other trav

Germany France Spain Large Text & Mobile Plan a journey Find a timetable More Links Contact us Help

Take us with you

Have you tried our FREE apps? Download them now using the links below.

Download on the App Store

GET IT ON Google play

Coming soon from Windows Phone Store

Journey Details

You can plan journeys from and to a postcode, postal address, town or village, named station or stop, or point of interest, but do NOT include the name of the County.

From

To

Travel Time

I want to on at

Journeys planned more than 14 days in advance should be re-planned less than 14 days before the date of travel in case services or times have changed in the meantime.

Traveline Journey planner is active at the bottom of each job description and from the 'My Placement Details' page to route to the 'Traveline' website.

Submit Choices



- Once employer choices have been submitted there will be a wait while the placements are allocated and finalised.
- Your learning provider will inform the students when they can view their allocated placement on Link 2+.
- Most employers will expect the student to contact them for a meeting/interview prior to them starting their work experience placement. Employers may withdraw their offer of a placement if they have not had contact with the student prior to the start date.
- On the rare occasion placements do 'fall through' and an employers is unable to take a student. If this happens the student should take this back to learning provider and speak to the work experience co-ordinator.

Finding an Own Placement



Students may want to approach an employer themselves. If you have contacts within family or friends who feel that they could offer a work experience placement they will need to complete an 'Own Placement' form which needs to be returned to the school for processing.

What makes a good Own Placement



Researching employers and sectors of interest and approaching businesses for an 'Own Placement' is a great way of securing a work experience opportunity that's exactly what a student wants.


Employers need to comply with certain criteria in order to be 'passed' as suitable for work experience. YC Hertfordshire contact and check employers during H&S visits .

Some sectors are not possible to undertake WEX in. These include journalism, site construction, working at height and bar work.

www.ychertfordshire.org

Own Placement Form



 **Work Experience
Private/Own Placement Request**

PLEASE COMPLETE IN BLOCK CAPITALS AND PLEASE RETURN TO THE STUDENT/SCHOOL

STUDENT INFORMATION	
STUDENT NAME:	TUTOR GROUP: YEAR GROUP: AGE:
SCHOOL:	WORK EXPERIENCE DATES:
EMPLOYER INFORMATION	
COMPANY NAME:	
TYPE OF BUSINESS:	
MAIN CONTACT NAME FOR WORK EXPERIENCE:	
POSITION IN COMPANY:	
TELEPHONE: MOBILE: WEBSITE:	
SUPERVISOR OF STUDENT:	
POSITION IN COMPANY:	
CONTACT NUMBER:	
EMAIL ADDRESS:	
PLACEMENT ADDRESS:	
TOWN:	
POSTCODE:	

(U.K.)

Completed forms need to be returned back to school by MONDAY 5TH MARCH

What does an Employer expect from a Student?



- Be ready to work/and work safely
- Good time keeping – be punctual
- Follow instructions and ask if you are unsure
- Ask questions, it shows they are interested
- Discuss any concerns as they arise with their supervisor

Employer Checks



- **INSURANCE** – Employers offering work experience must have Insurance – both Employers Liability Insurance (ELI) & Public Liability Insurance (PLI). Without insurance they will not be considered suitable for a work experience placement.
- **HEALTH & SAFETY CHECK** - YC Hertfordshire will contact the employer to arrange an appointment to carry out a Health & Safety check prior to the work experience start date.

Pre-Placement



Employers are contacted by the school around 4-6 weeks before the work experience date, informing them of the student name allocated to them. This triggers the interview process.

At the same time the school will send out a 'Parental/Carer Agreement', including a copy of the job description, which needs to be signed and returned before the start of work experience.

Pre-Placement



Contacting the employer and booking their interview appointment is the student's responsibility. Please note that if an employer has not met with the student they have the right to not honour the placement. (Use the student checklist to record the information.)

During the Work Experience Week



- Make sure the student knows where they are going, maybe do a 'dummy run' before their start date
- Encourage them to plan well and arrive on time
- The employer should conduct an 'induction' to both the business and premises
- It is a good idea to make sure they have a copy of their job description with them as it gives the employers company name, supervisor's name and telephone number in case it is needed if they are delayed or unable to attend their placement at any time during the week.
- If you (as parent/carer) have a query regarding the employer, during the work experience week, please contact the school in the first instance

And Finally...



Every young person should be encouraged to:
make the very best of this opportunity, work hard and be proud.

Any questions?



www.ychertfordshire.org