




Year 10 Work Experience

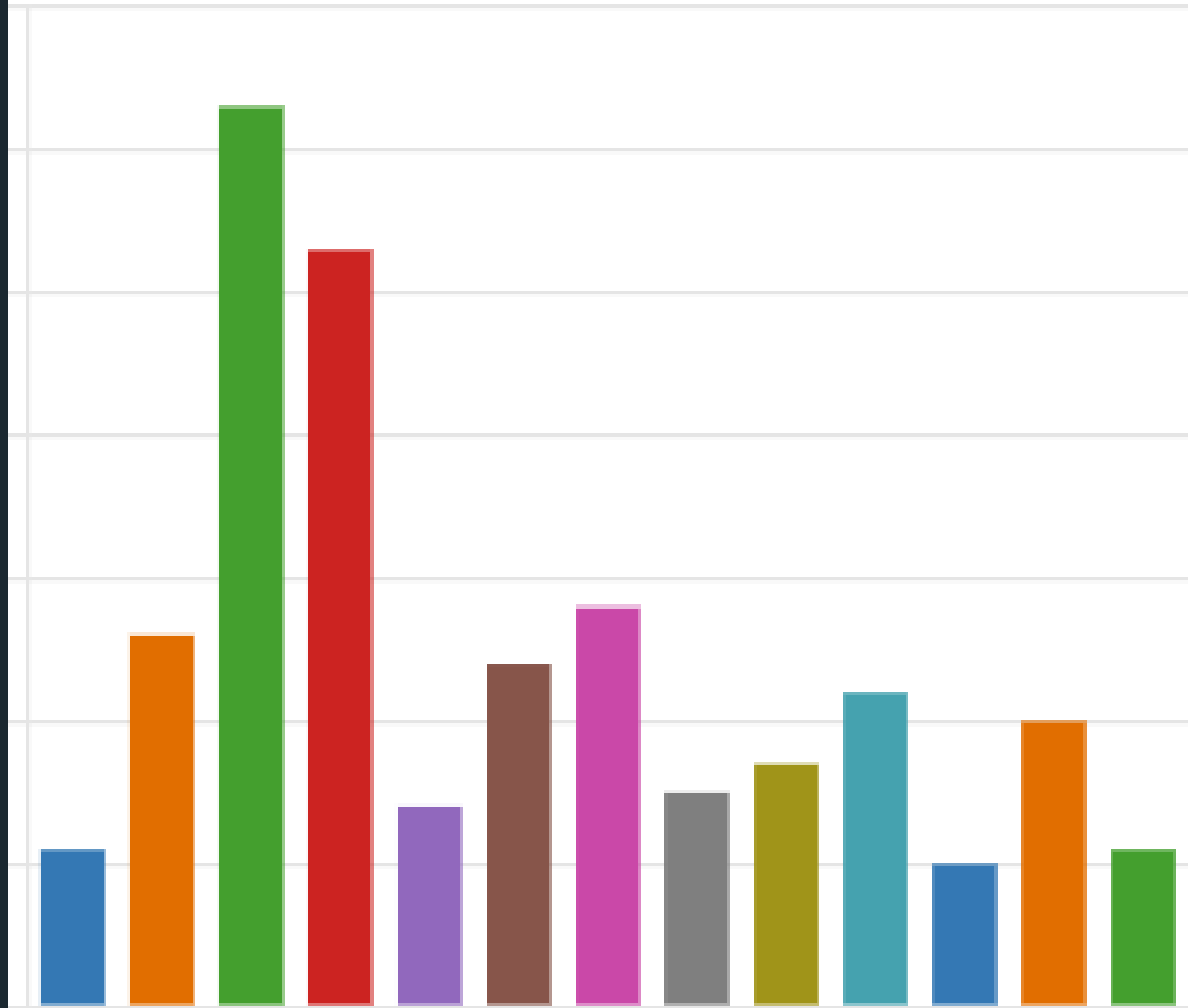
10th – 14th July 2023



Why are we doing this?

In December 2022 we asked our young people what is the area of CPHSE they feel is most important to them.

Careers and future employment came second on the list (red bar)



Why are we doing this?

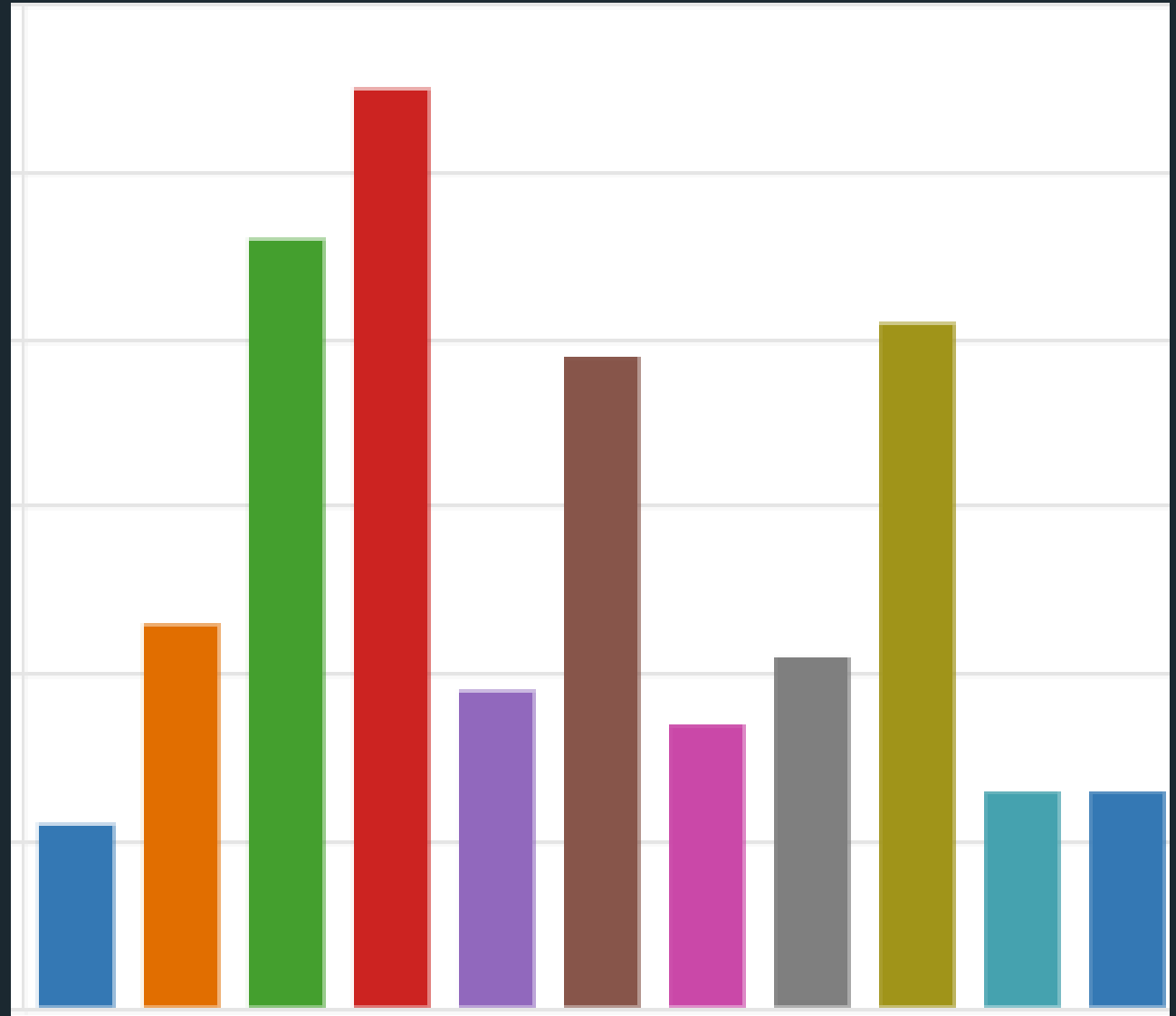
When we asked them what they wanted more opportunities for in school Careers and Future employment came out top.

This was also replicated in the parents survey we did in the same month.

71% of parents surveyed said Careers was something they wanted their child to have more information about.



So we have acted on this



How does it work?



Your child will have received an e-mail to their school e-mail account from Changing Education Ltd who run a portal called 'Connect'

Connect can be downloaded as an app (onto the child's or your phone) or used online through this e-mail

We recommend downloading the app – it is unique to each person and cannot be used to communicate.

How does it work?



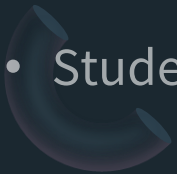
We encourage you to download the connect app onto your phone using the e-mail your child received to their school account.

If you logon to this account you can get the app on your phone with all your child's details and can track their work experience.



Key Points


- Students CANNOT be paid for their work experience.
- All placements will be subject to a Risk Assessment Process.
- Students are expected to find their own placements.
- Students will need to make their own way to placements and back home.



What if I cannot find a placement?

If students cannot find a placement then we have some options;

- Some students will be sourced a place via Connect
- Some students will be able to do virtual work experience
- Some students will be able to complete academic work at the Academy.



We are not expecting students will stay at home for a week if they do not find a placement

Who to contact at the school?

Enquires@tollbaracademy.co.uk

Put your child's name in the e-mail title

Ask for;

Mr O. Fothergill (Assistant Principal)

Mr E. Hughes-Jones (Vice Principal)

Mrs J. Offiler-Prime (Careers Advisor)

Mrs L. Watterson (Careers Advisor)

How can I support my child?

- Help them find a placement – support with letters, e-mails or phone calls.
- Use your e-mail address or phone to contact businesses.
- Help them use the connect app or platform to log their information.
- Help them be prepared for the work experience including getting to the placement during July.
- Ensure they can make the start time for their placement.



If you are ever concerned.

If at any point you or your child are concerned during a work placement you should contact the school immediately and tell your child to stop attending



Work Experience Onboarding



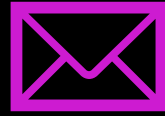


10th July 2023

This is the week you will start your Work Experience program.

You need to find YOUR OWN Placement and put this into the Connect Platform you will log on to today.

What we are doing in this session.



Open your school e-mail account and go to the connect page.



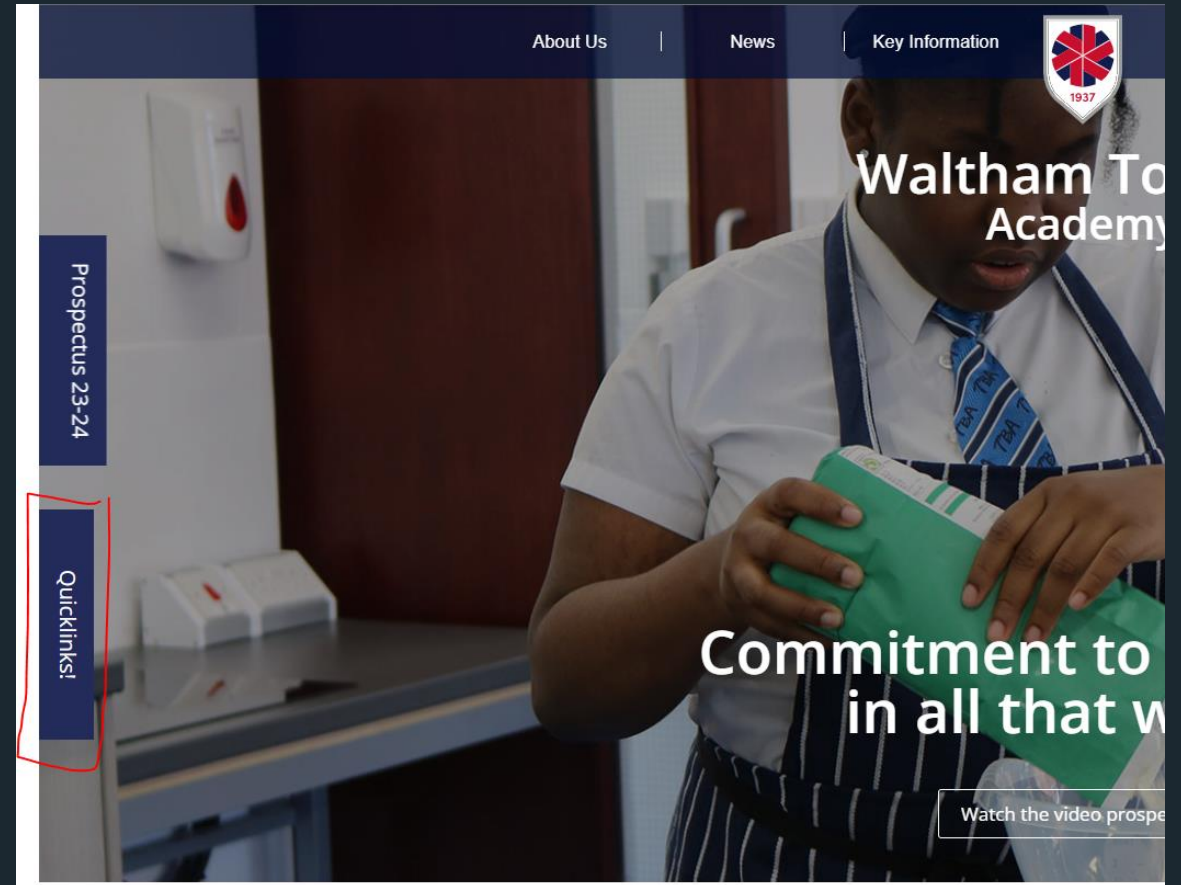
Complete your placement details (if you know them)



If you don't know where you want to go for your placement then start researching this.

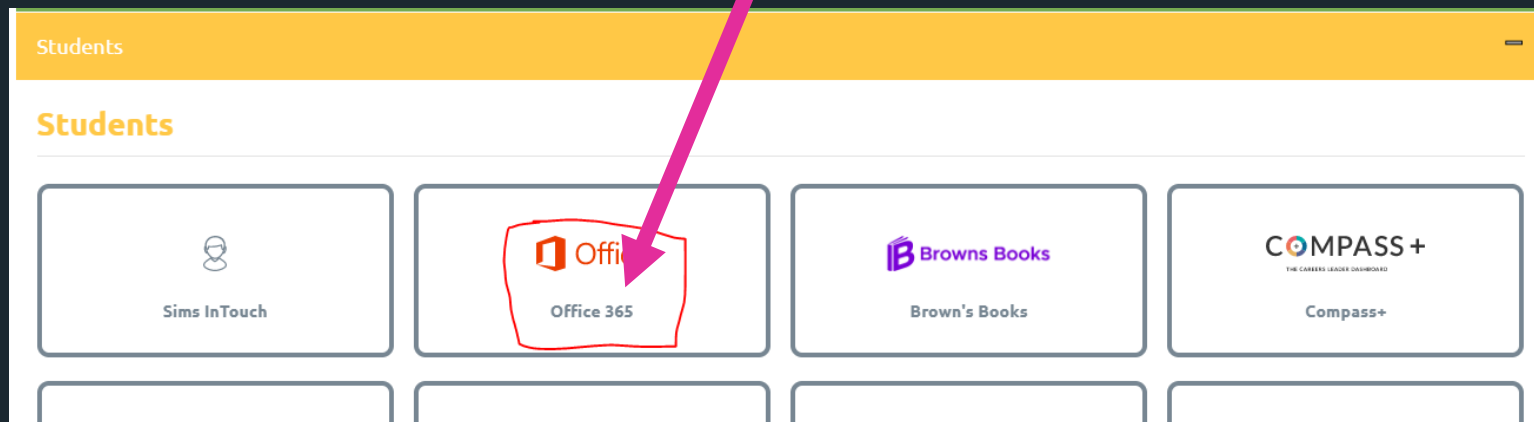
Logging into the school e-mail system

Go to the school website
and click on Quicklinks



Logging into the school e-mail system

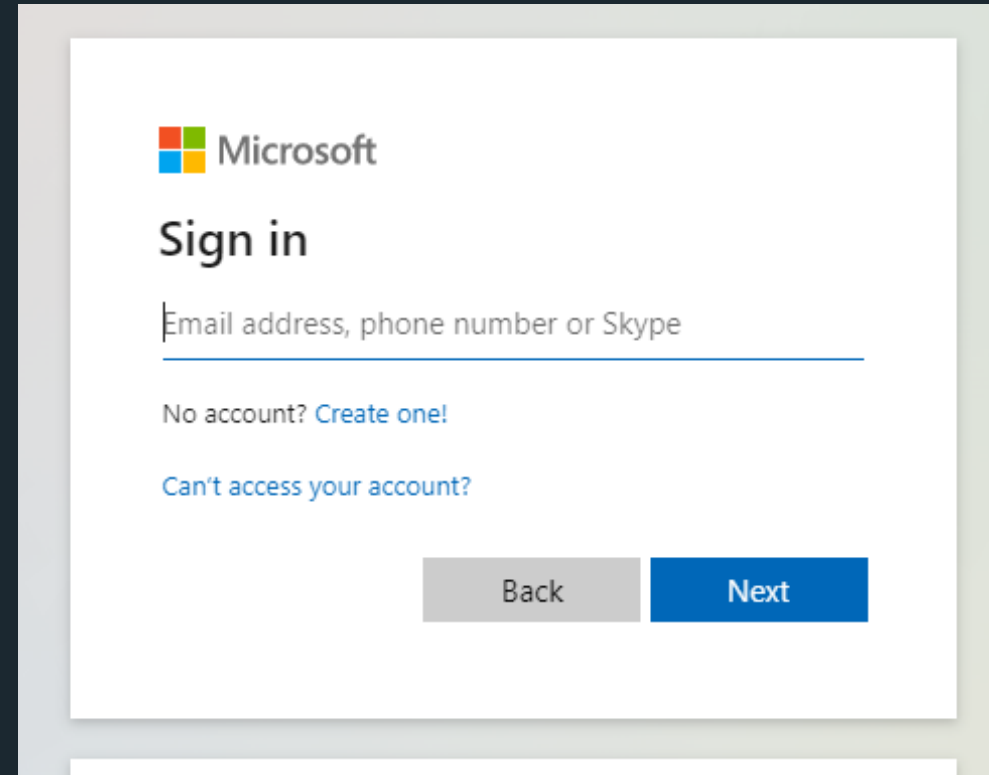
Click on 'Students' and then
on Office365



Logging into the school e-mail system

Enter your email address
(TA Number followed by
@tollbaracademy.co.uk)
e.g.

TA012345@tollbaracadem
y.co.uk

A screenshot of the Microsoft Sign in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button.

Microsoft

Sign in

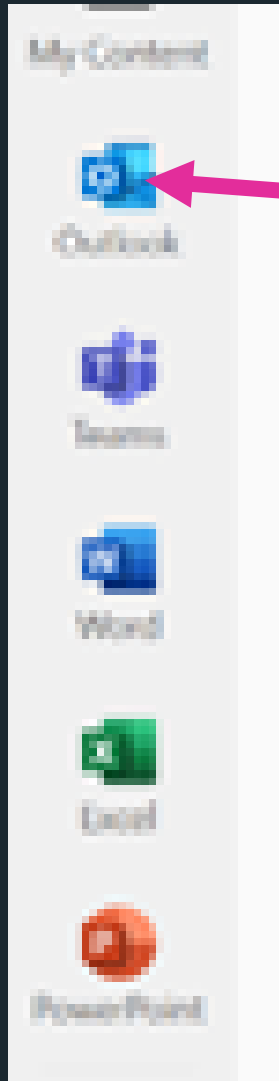
Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

Logging into the school e-mail system



Click on 'Outlook'
on the left hand
side of the page.

You should now be into your school account.

Getting to the Connect Page

The e-mail you get will give you the option to download an app to manage your work experience (you can do this at home if you like later)

For now you can ignore that bit and click on the bit that says use the following link and 'Connect Web App'

Step 2.

Once you've installed the app you can start the signup process:

- Viewing this email on your phone? Click this link to get started: <https://invite.ceconnect.co.uk/038697d7058478de4f6f124541>
- Connect Web App

You can also view some information, and take some actions in a web browser via the following link. This link is specific to you and should not be shared. [Connect Web App](#)

Good luck with your career journey,

Waltham Toll Bar Academy and Changing Education

e: workexperience@changingeducation.co.uk

t:


Hi Oliver,


Welcome to Connect, your work placement and careers portal 


From this page you can submit new work placements, check the status of current/historic ones and also see any work related learning programmes (WRLP) you have been enrolled on. Please click the buttons in the relevant panels below.

Placement Summary

View details of any future, current and historic placements you're assigned to, as well as any currently pending verification.

 View your placements

 Submit a new placement

 Search for placement opportunities

The page should look like this.

To start the Work Experience you need to click on 'Submit a new placement'

If you are not sure where you want to go you need to start searching for local employers who you can go to for work experience.


Skills Builder Summary

View or complete skills builder self assessment

 Update Skills Builder

Programme Summary

View details of any programmes you've been enrolled on, or have completed in the past.

 View your programmes


From this page you can submit new work placements, check the status of current/historic ones and also see any work related learning programmes (WRLP) you have been enrolled on. Please click the buttons in the relevant panels below.

Placement Summary ?

View details of any future, current and historic placements you're assigned to, as well as any currently pending verification.

 View your placements

 Submit a new placement

 Search for placement opportunities

Click on this

Careers and Work Related Learning Summary ?

Soon you'll be able to view details of any career or work related interactions you have undertaken and manage your industry interests.


Skills Builder Summary ?

View or complete skills builder self assessment

 Update Skills Builder

Programme Summary ?

View details of any programmes you've been enrolled on, or have completed in the past.

 View your programmes


Skills Builder Summary ?

View or complete skills builder self assessment

 Update Skills Builder

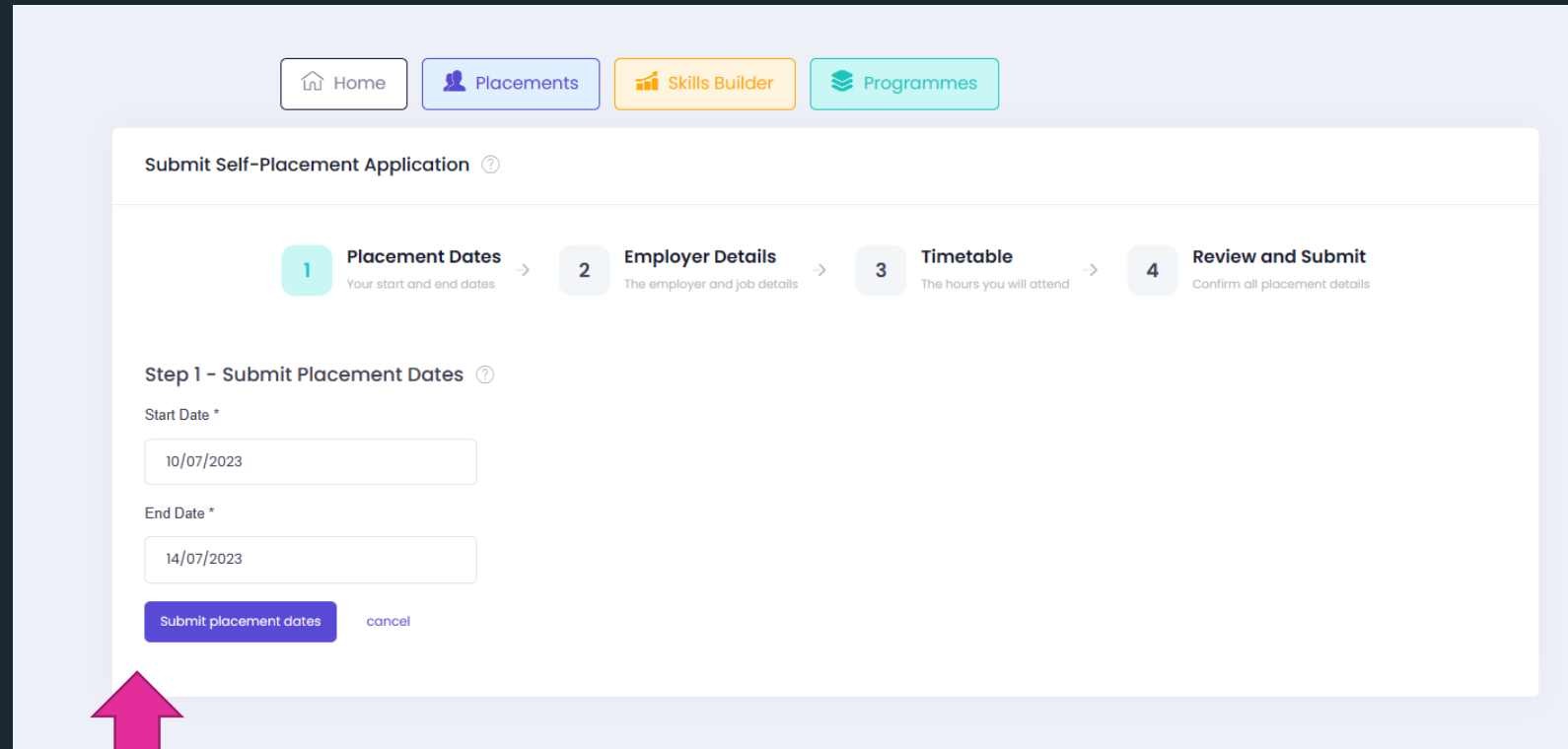
Programme Summary ?

View details of any programmes you've been enrolled on, or have completed in the past.

 View your programmes

Step 1 – add the start and end placement dates.

- Start date 10/07/2023
- End date- 14/07/2023



The screenshot shows a web interface for submitting a self-placement application. At the top, there are four navigation buttons: 'Home', 'Placements', 'Skills Builder', and 'Programmes'. Below these is a header for 'Submit Self-Placement Application'. A progress bar shows four steps: 1. Placement Dates (highlighted), 2. Employer Details, 3. Timetable, and 4. Review and Submit. The main content area is titled 'Step 1 - Submit Placement Dates'. It contains two required fields: 'Start Date *' with the value '10/07/2023' and 'End Date *' with the value '14/07/2023'. At the bottom of the form are two buttons: 'Submit placement dates' and 'cancel'.

Click here
to submit

Step 2 – Submit Employer Details ?

Category * ?

Select Category...



Use the drop
down menu to
select the type
of industry
you will be
doing your
work
experience in.

Employer Name *

Job / role description * ?

Address ?

Postcode ?

Contact Name ?

Contact Phone * ?

Contact Email * ?

Step 2 - Submit Employer Details ?

Example

Category * ?

Environment, animals & plants

Employer Name *

Abbey Vets

Job / role description * ?

Assisting with the animal care. Cleaning. Stocking up. Observing the nurses.

Address ?

2 Augusta Street Grimsby

Postcode ?

DN34 4TA

Contact Name ?

Noel Fitzpatrick

Contact Phone * ?

01472 362821

Contact Email * ?

admin@abbeyvetcentregirmsby.co.uk

Contact Email * ?

admin@abbeyvetcentregirmsby.co.uk

Submit employer details

cancel

Lots of you have told us that you are able to get a work experience placement with a member of your family or a friend of the family.

You need to find out this information and add it to your account.

The deadline for this is to be completed is Friday 24th March.

If you are to be looking for a placement yourself you can leave this blank for now but need to start getting in touch with employers to ask if they will take you on for a work experience placement. In your CPSHE lesson you will be given information on how to do this. The deadline for this is **Friday 31st March**.

When you have completed this section click on submit

Submit Self-Placement Application [?]

1

Placement Dates

Mon 10-Jul-2023 to
Fri 14-Jul-2023



2

Employer Details

Abbey Vets



3

Timetable

The hours you will attend



4

Review and Submit

Confirm all placement details

Step 3 - Submit Placement Timetable (Planned Hours) [?]

Timetable - Planned Hours

- All times below use the 24 hour clock
- Select the start/end time for each day. Split shifts are available
- For placements covering multiple weeks use the copy tools under the options menu to the right
- If multiple shifts are required in a single day click the 'Enable split shifts' checkbox
- You can use your keyboard's delete/backspace key to clear a day

☐ Include unsocial hours choices (7pm to 7am)

☐ Enable split shifts

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
w/c 10 Jul 23:	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	11:00 - 18:30	09:00 - 17:00			39.5	options

Submit timetable

cancel

Once completed-
click submit.

times you will be working and complete this section. You are expected to work the hours that the company operates and not the school day hours.

The final task is to review and submit your placement

Submit Self-Placement Application ?

1

Placement Dates
Mon 10-Jul-2023 to
Fri 14-Jul-2023

→

2

Employer Details
Abbey Vets

→

3

Timetable
The hours you will attend

→

Review and Submit
Confirm all placement details

Step 4 - Self Placement Application Summary ?

If the details below are correct, please click the 'submit placement' button below to complete the application.

Placement planned from Mon 10-Jul-2023 to Fri 14-Jul-2023

Abbey Vets

Noel Fitzpatrick 01472 362821 admin@abbeyvetcentregirmsby.co.uk

Environment, animals & plants 2 Augusta Street Grimsby, DN34 4TA

Job / role description:

Assisting with the animal care. Cleaning. Stocking up. Observing the nurses.

Timetable - Planned Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
w/c 10 Jul 23:	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	11:00 - 18:30	09:00 - 17:00			39.5

Submit placement

cancel

What happens next?



Once you have submitted your application. The careers team will verify your placement to make sure that it is suitable. Once that has been done, the Changing Education Company will complete all of the paper work for your placement. They will get in touch with the employer.



Tips on finding your placement.

When looking for a placement you need to think about the practicalities such as, is it close to where you live, will you be able to get there on time, how will you travel there.

Is this an area of work that you are interested in?

For example, if you want to work with children in any capacity- teaching, social work etc- get in touch with local Primary schools, nurseries etc to see if they are willing to offer you a placement.

If you are interested in an area of work which wouldn't be able to offer a placement due to the type of work e.g police, Doctor then look for a placement that will develop your employability skills. The 2 example jobs are jobs which deal with people. So, it would be a good idea to look for a work experience placement which will involve dealing with members of the public e.g working in a shop, café etc.

In your CPSHE lessons until the Easter holidays you will be given advice and guidance on how to connect with workplaces to ask about a work experience placement. All information can be found in the **Year 10 Careers Group on Teams**

Work Experience Time line

Phase 1	Find a placement Record details of placement on Connect. Complete the skills builder self assessment	Deadline- Friday 31st March 2023. This will take place in Tutor time and CPSHE lessons
Phase 2	Get in touch with your placement and find out the following: Uniform Hours Who to report to Breaks and lunchtime What you will be doing on the placement	Deadline- Friday 23rd June 2023
Phase 3	Work experience reflection.	Deadline- Complete the post work experience skills builder self assessment. Up date your CV to include your work experience Deadline- Friday 21st July 2023 This will take place in CPSHE lessons

What is expected of you.

You will be working the normal business hours and not school hours.

You will **NOT** be paid for working.

If you already have a paid part time job eg- in a café, you will be expected to find a placement in another work place. You are not able to complete your work experience in your current place of work. It will be beneficial to try out something else. You could always suggest to your friends that they should apply to the place where you work, as obviously, the work is suitable for young people.



Example/Model letter to send to a business

Dear Sir/Madam,

I am a Year 10 student at Waltham Toll Bar Academy. On the 10th of July we are doing our work experience program and I am writing to ask if you would be willing to allow me to come and experience a workplace at **NAME OF COMPANY**.

The placement would be from the 10th of July to the 14th of July 2023. Throughout this time I would like to get a sense of what it is like to work at **NAME OF COMPANY** because I am very interested in a career in **EXPLAIN WHAT YOU ARE INTERESTED IN**.

I am very (committed, hard working, enthusiastic, friendly) and I am really excited to take the chance to see more about the working world to help me secure a job in my future and benefit my current studies. The Academy are working with a company (ChangingEducationLtd) to minimise any work for yourselves as they will complete all documentation for you.

If you have any further questions about our work experience program you are more than welcome to contact the Careers Team at Waltham Toll Bar Academy at 01472 500505 or enquiries@tollbarmat.org.

I look forward to hearing from you,

YOUR FULL NAME