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| H:\Images\New Branding 2013\07_Useful_graphics\07_Useful_graphics\02_Crest_typography\crest_typo_rgb_150dpi.png | WORK EXPERIENCE  OWN FIND FORM 2024 |

This form must be **fully** completed and **signed** by your parent/carer **and** the employer.

**Please return the completed form to the SCHOOL RECEPTION by Monday 19 February 2024.**

# Section 1: To be Completed by the Student and Parent/Carer

|  |  |
| --- | --- |
| PERIOD OF WORK EXPERIENCE: | **Monday 8 – Friday 19 July 2024– TWO WEEKS** |
| NAME OF STUDENT & TUTOR GROUP: |  |
| PARENT/CARER EMERGENCY TEL NO.: |  |
| **I agree to my son/ward carrying out the placement detailed below (please also see page 3 for helpful information)** | **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Carer)  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Section 2: To be Completed by the Employer

Please note: We regret that only those employers with **Employers Liability Insurance** (ELI) may be used for work experience.

We will also need to carry out a health and safety visit on behalf of the school.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF COMPANY: |  | | |
| ADDRESS OF COMPANY: |  | | |
| POSTCODE: |  | | |
| TELEPHONE NUMBER(S): |  | EMAIL(S): |  |
| WEBSITE ADDRESS: |  | TWITTER: | @ |
| NAME OF THE PERSON IN THE BUSINESS WHO HAS AGREED TO YOUR PLACEMENT: |  | | |
| THEIR POSITION IN THE COMPANY OR JOB TITLE: |  | | |
| HOW DO YOU KNOW THE STUDENT? | Relative  Family Friend  New Contact | | |
| WORK EXPERIENCE POSITION/JOB DESCRIPTION:  PLEASE GIVE AN OUTLINE OF THE WORK EXPERIENCE TASKS BEING OFFERED. |  | | |
| WORKING DAYS AND HOURS: |  | | |
| ARE YOU ABLE TO OFFER ANY OTHER PLACEMENTS WITHIN THE COMPANY TO ANOTHER STUDENT? | Yes  No | | |
| DO YOU HAVE EMPLOYERS’ LIABILITY INSURANCE (ELI)? | Yes  No  Please include a copy of the certificate. | | |
| NAME OF INSURANCE COMPANY: |  | | |
| POLICY NUMBER AND EXPIRY DATE: | Policy No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |
| --- | --- |
| DECLARATION | |
| During the period of work experience, the above-mentioned student will be given meaningful work to carry out and will be properly instructed and supervised, especially with regard to safety at work. I acknowledge our responsibilities under the Health and Safety at Work Act 1974, the Protection of Children Act 1978 & 1999, and the Criminal Justice and Court Services Act 2000. I can confirm that the student on placement will be insured under our Employer Liability Insurance. | |
| Please sign here to confirm that a) you have agreed to this placement with the student; and b) you are also happy for our Health and Safety representative to visit you if necessary, to carry out a health and safety risk assessment on behalf of the school. | **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **For and on behalf of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Useful Information –

‘Own Find’ Work Experience Placements

# What do I do with the ‘Own Find’ form?

For the school to set up an ‘own find’ placement, please make sure that the form is completed and signed by yourself and the employer. Return the form to the **SCHOOL RECEPTION** as soon as possible, and at the latest, by **Monday 19 February 2024**. The school will then carry out the necessary health and safety checks.

# How can I help my child?

1. Help them to understand that it may be hard to find a placement in a job that they are interested in for a future career. The placement doesn’t have to be in an area of particular interest to be useful. The main purpose is that they have the experience of working and dealing with different situations in an adult working environment.
2. Help them to appreciate the goodwill of employers who offer the placements.
3. Sign and return their ‘own find’ paperwork by the deadline set.
4. Help them to adopt good work habits, such as punctuality, appropriate appearance and behaviour.
5. Please make sure that you have the name and phone number of someone in authority at the company who has agreed to the placement. Ask them to complete and sign the employer’s section of the form (section 2).
6. If it is a very small company, find out if the person is a sole trader. If they do not employ any staff, they will not have the necessary ***Employers Liability Insurance*** in place to cover your child.
7. If it is a large company, identify which part of the company they will be working in.
8. Be sure to notify **both** the school and the employer if they are unable to attend.
9. Encourage them to have a positive approach to the placement, even if it is not quite what they expected.
10. Help your son / ward to:
    1. complete the Skills Audit which has been emailed to all Year 10 students, and return it by email
    2. complete, both, the personality and interest profiles on UNIFROG; your son / ward has a password to [sign-in](https://www.unifrog.org/sign-in). These profiles will suggest employment sectors linked to his interests and personality. Explore the whole UNIFROG platform; it’s a fantastic resource for students as well as parents / carers.
    3. complete a “best copy” curriculum vitae (CV) on UNIFROG; there are seven sections. Beforehand, draft-up some ideas on the paper version provided by your PSHE and / or form teacher. The seven sections include:
       1. Contact information – how will employers get in touch with you?
       2. Personal introduction – what has your son / ward achieved in the past?
       3. Competencies – reflect, identify and record the best 12 competencies or soft skills.
       4. Work experience – what has your son / ward achieved in the past?
       5. Education - what are their formal qualifications and the predicted grades?
       6. Other interests – what makes your son / ward an excellent candidate?
       7. References – identify two people who will say nice things about your son / ward – not family members
    4. prepare for ‘cold call’ phone calls to potential employers in his preferred employment sector (s).
    5. prepare for an interview – [here](https://isleworthsyon.sharepoint.com/:w:/r/sites/PSHE/Student%20Documents/2.%20Lesson%20PSHE/Y10%20PSHE%202020/2.%20Employability%20skills/Questions%20at%20interview%20-%20for%20students.docx?d=w264d78187cba4a1cb5a35decba833d99&csf=1&web=1&e=qCqplP) - if the employer asks to see them face-to-face prior to the start date.
    6. read the CHOICES 2022 magazine – [here.](https://isleworthsyon.sharepoint.com/:b:/r/sites/PSHE/Student%20Documents/2.%20Lesson%20PSHE/Y10%20PSHE%202020/2.%20Employability%20skills/Choices%202022.pdf?csf=1&web=1&e=g9zTiO) This informs students about *future pathways, not corridors*.

Remember, work experience is simply that, an experience. It is not a job for life.

Should you wish to discuss any matter relating to Work Experience, please contact Mrs Spink either by phone (020 8568 5791) or email ([jspink@isleworthsyon.org](mailto:jspink@isleworthsyon.org)).

Thank you.