

Royal Greenwich Work Experience Placement Offer Form 2019/20

NAME OF COMPANY: _____

ADDRESS: _____

POSTCODE: _____

CONTACT NAME: _____

POSITION HELD & DEPARTMENT: _____

TEL: _____ **EMAIL:** _____

If you are unable to participate this year but wish to be contacted again next year, please tick this box

If you wish to opt out of this scheme, please complete the above information above and tick this box

NOTE: Please advise us the **maximum** (_____) number of student(s) you can accommodate at one time.

Extended Work Experience

These placements are normally 1 to 2 days per week over an extended period agreed with the employer/school. If you are interested in this scheme, please tick the box.

Cohort: Pre-16 (Yr10 14-15 years old & Yr11 15-16 years old) – General Placements

Cohort: Post-16 Students (16 to 19 years old) – Course Specific / Vocational Placements

TERM 1: September – December 2019

Dates (please note some dates overlap)	School	Cohort	Subject Area	Number of placements offered
14 – 18 October 19	Shooters Hill 6 th Form College	Post-16	Beauty (Levels 1, 2 & 3)	
			Construction Building Services (Levels 1, 2 & 3)	
			Hairdressing (Levels 1, 2 & 3)	
4 – 8 November 19	Shooters Hill 6 th Form College	Post-16	Beauty (Levels 1, 2 & 3)	
			Hairdressing (Levels 1, 2 & 3)	

Dates (please note some dates overlap)	School	Cohort	Subject Area	Number of placements offered
11 – 15 November 19	Shooters Hill 6 th Form College	Post-16	Construction Trades (Levels 1 & 2)	
			Health & Social Care (Levels 2 & 3) Students must have contact with adults or children in care settings	
			Science (Levels 1, 2 & 3 inc. GCSE)	
18 – 22 November 19	Shooters Hill 6 th Form College	Post-16	Art & Design (Levels Entry 1, 2 & 3)	
25 – 29 November 19	Shooters Hill 6 th Form College	Post-16	Construction Building Services (Levels 1, 2 & 3)	
25 November – 6 December 19	Newhaven Pupil Referral Unit	Pre-16 Yr10/11	General Work Experience Placements	
9 – 13 December 19	Shooters Hill 6 th Form College	Post-16	Media (Levels 1, 2 & 3)	
			ICT (Levels 1, 2 & 3)	

TERM 2: January – March 2020

Dates (please note some dates overlap)	School	Cohort	Subject Area	Number of placements offered
13 – 17 January 20	Shooters Hill 6 th Form College	Post-16	Art & Design (Levels Entry 1, 2 & 3)	
			Construction Building Services (Levels 1, 2 & 3)	
20 – 24 January 20	Shooters Hill 6 th Form College	Post-16	Beauty (Levels 1, 2 & 3)	
			Hairdressing (Levels 1, 2 & 3)	

Please complete and return to: Work-Experience@royalgreenwich.gov.uk

The Work Experience Team, Employment & Skills

5th Floor, The Woolwich Centre, 35 Wellington Street, London, SE18 6HQ

For more information on Work Experience or Work Related Learning Activities please visit

www.royalgreenwich.gov.uk/work-experience

Dates (please note some dates overlap)	School	Cohort	Subject Area	Number of placements offered
27 – 31 January 20	Shooters Hill 6th Form College	Post-16	Construction Trades (Level 1 & 2)	
			Health & Social Care (Levels 2 & 3) Students must have contact with adults or children in care settings	
			Media (Levels 1, 2 & 3)	
			ICT (Levels 1, 2 & 3)	
3 – 7 February 20	Shooters Hill 6th Form College	Post-16	Childcare (Levels 1, 2 & 3)	
			Health & Social Care (Level 1) Students must have contact with adults or children in care settings	
3 – 14 February 20	Thomas Tallis School	Post-16	Health & Social Care (Level 1) Students must have contact with adults or children in care settings	
10 – 14 February 20	Shooters Hill 6th Form College	Post-16	Science (Levels 1, 2 & 3 inc. GCSE)	
2 – 6 March 20	Shooters Hill 6th Form College	Post-16	Media (Levels 1, 2 & 3)	
			ICT (Levels 1, 2 & 3)	
9 – 13 March 20	Shooters Hill 6th Form College	Post-16	Construction Building Services (Levels 1, 2 & 3)	
9 – 20 March 20	Woolwich Polytechnic School	Pre-16 Yr10	General Work Experience Placements	
16 - 20 March 20	Shooters Hill 6th Form College	Post-16	Art & Design (Level Entry, 1, 2 & 3)	
			Beauty (Levels 1, 2 & 3)	
			Construction Trades (Level 1 & 2)	
			Hairdressing (Levels 1, 2 & 3)	

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Dates (please note some dates overlap)	School	Cohort	Subject Area	Number of placements offered
16 – 27 March 20	Shooters Hill 6th Form College	Post-16	Health & Social Care (Levels 2 & 3) Students must have contact with adults or children in care settings	
30 March – 3 April 20	Shooters Hill 6th Form College	Post-16	Science (Levels 1, 2 & 3 inc. GCSE)	

TERM 3: April – July 2020

Dates (please note some dates overlap)	School	Cohort	Subject Area	Number of placements offered
27 April – 1 May 20	Shooters Hill 6 th Form College	Post-16	Construction Building Services (Levels 1, 2 & 3)	
			Health & Social Care (Levels 2 & 3) Students must have contact with adults or children in care settings	
11 – 15 May 20	Shooters Hill 6 th Form College	Post-16	Beauty (Level 1, 2 & 3)	
			Construction Building Services (Levels 1, 2 & 3)	
			Construction Trades (Level 1 & 2)	
			Hairdressing (Levels 1, 2 & 3)	
18 – 22 May 20	The John Roan	Pre-16 Yr10	General Work Experience Placements	
18 – 22 May 20	Shooters Hill 6 th Form College	Post-16	Media (Level 1, 2 & 3)	
			ICT (Levels 1, 2 & 3)	
1 – 5 June 20	Shooters Hill 6 th Form College	Post-16	Construction Building Services (Level 1, 2 & 3)	
15 – 19 June 20	Shooters Hill 6 th Form College	Post-16	Construction Trades (Level 1 & 2)	

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Dates (please note some dates overlap)	School	Cohort	Subject Area	Number of placements offered
22 June - 3 July 20	Blackheath High School	Pre-16 Yr11	General Work Experience Placements	
22 June - 3 July 20	Eltham Hill School	Post-16 Yr12	Various A-Level & BTEC Subjects	
22 June - 3 July 20	Newhaven Pupil Referral Unit	Pre-16 Yr10/11	General Work Experience Placements	
22 June - 3 July 20	Plumstead Manor 6 th Form	Post-16	Various subjects	
22 June - 3 July 20	Thomas Tallis School	Post-16	Health & Social Care (Level 1) Students must have contact with adults or children in care settings	
22 June - 3 July 20	Woolwich Polytechnic School	Post-16 Yr12	Various subjects	
29 June - 3 July 20	Riverston School *Some students have Special Educational Needs	Pre-16 Yr11	General Work Experience Placements	
29 June - 10 July 20	St Thomas More Catholic Comprehensive School	Pre-16 Yr10	General Work Experience Placements	
6 - 17 July 20	Eltham Hill School	Pre-16 Yr10	General Work Experience Placements	
13 - 17 July 20	The John Roan	Post-16 Yr12	Various Subjects	

To Offer Flexible / Extended Placements, please turn over

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Flexible / Extended Placements: Sept 2019 – July 2020

Dates (please note some dates overlap)	School	Cohort	Subject Area	Number of placements offered
5 September 19 – 26 June 20	Shooters Hill 6th Form College	Post-16	Business (Level 2 & 3) 1 week between these dates	
			Hospitality & Catering (Levels 1, 2 & 3) 1 day a week extended placements	
			Health & Social Care (Levels 2 & 3) Students must have contact with adults or children in care settings 1 day a week extended placements	
			Inclusive Learning (Level Entry) 1 week between these dates	
5 September 19 – 17 July 20	Newhaven Kings Park Campus *Students are on the Autistic Spectrum	Post-16	Various Subjects	
4 November 19 – 26 June 20	Shooters Hill 6th Form College	Post-16	Sport & Public Services (Level 1) 1 week placements between these dates	
13 January – 30 March 20 (Excluding 17 & 24 February 20)	International Academy of Greenwich	Pre-16 Yr10	Every Monday afternoon for one term, Jan – March for Project Based Work Experience Health, Fitness & Coaching, IT, Creative Arts, Healthcare, Communication & Media, Business & Finance and Research & Development	
13 January 19 – 26 June 20	Shooters Hill 6th Form College	Post-16	Public Services (Level 2 & 3) 1 week between these dates	
			Sport (Levels 2 & 3) 1 week between these dates	

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Dear Employer,

The Work Experience Team is committed to providing a quality service and we review our practices on an annual basis. As part of this process, please would you take some time to complete this survey? It will help us identify the strengths and weaknesses of our services and improve the experience for future students.

Your Opinion Counts!

1. What do you think of the service (information, guidance, organisation, administration etc.) provided by the Work Experience (WEX) Team?
Excellent Very Good Good Average Not Very Good

1. What do you think of the service (communication, organisation, administration etc.) provided by the School(s)?
Excellent Very Good Good Average Not Very Good

2. Were you given clear information about the student(s) prior to placement? Yes No
If no, what was required?

3. Do you feel that the student(s) had been sufficiently briefed & prepared before attending their work experience placement? Yes No
If no, what information would you like them to have had?

4. Was the student visited by a member of school staff? Yes No

5. Did you receive appropriate support from the school(s)? Yes No
If no, what could have been improved?

6. Whilst on placement, did student(s) display the employability skills you require as an Employer?
Yes No
If no, please identify areas for future development.

7. Any further comments that you would like to make about work experience.

If you require more space, please use the blank pages provided

Please complete and return to: Work-Experience@royalgreenwich.gov.uk

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Dear Employer,

Letter of Understanding between the Local Authority and Employer providing an experience of work

This agreement relates to Work Experience, Work Shadowing and Project based activity

In order that the implications of these activities and arrangements between the Employer and the Education Authority are fully understood, the following essential points are set out here:

1. An experience of work placement should, as far as possible, be open equally to all students regardless of gender, race, and cultural and religious beliefs.
2. The students will carry out meaningful work during their placements. The work will be planned by a responsible person and the students will be given appropriate instruction before, and supervision whilst, operating any machinery or equipment.
3. The employer will observe all relevant Health & Safety legislation, **paying particular attention to Health and Safety at Work (Young Persons) Regulations (1997), Management of Health & Safety at Work Regulations 1999, The Health & Safety (Training for Employment) Regulations 1990, The Employment of Women, Young Persons and Children Act 1920 and the Equality Act 2010.**
4. The employer takes responsibility for the care and safety of the student under the provision of Section 2 of the Health & Safety at Work Act (1974). The employer will ensure that the student is not required to operate any hazardous machinery, to work in any hazardous environment or to carry out work of an unsuitable or objectionable nature. The employer will supply any special or protective clothing required by each student whilst performing the work. Students will have responsibility towards themselves and other employees under Section 7 of the Act.

❖ The employer has received and will comply with Safeguarding/Child Protection Guidance for Placement Providers.
5. The employer confirms that all tasks asked of each student conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the 1973 Act) **and that any other statutory obligations to the students are being observed.** The company is registered with the appropriate enforcing authority as applicable.
6. The employer will designate one person to be responsible for the well-being of each student.
7. The student will not receive any payment for this work but the employer may make a contribution, directly to the student, towards the cost of meals and/or travelling.

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8. The student will normally work between the hours of 07.00 - 19.00 for a maximum of 8 hours, inclusive of breaks, except by agreement with parents, school and the Council Work Experience Co-ordinator. Post-16 students may work for a maximum of 9 hours, inclusive of breaks, between 07.00 and 22.00.
9. The student's parents/carers will confirm that he/she is not suffering from any complaint that may create a hazard either to the student or to those working with him/her.
10. The teacher will be expected, in consultation with the employer, to visit the student during the course of the placement.
11. In case of any accident, sickness or unacceptable behaviour on the part of the student, the employer will notify, by telephone and without delay, the designated teacher of the student's school and the student's home if a number is given. The student will be allowed to use whatever first aid facilities the employer provides for employees.
12. The employer will confirm that the appropriate Employers and Public Liability Insurances are in place to cover accident or injury to the student in accordance with **The Employers Liability Compulsory Insurance Act 1969**.

N.B. The Association of British Insurers, the British Insurance and Investment Brokers Association and Lloyd's of London have agreed that as a matter of convention students on work experience which conforms with the 1973 Act should be treated as employees for the purposes of insurance against personal injury, i.e. they will be covered by the Employer's Liability Policy, provided always that the insurer has been notified.

13. The employer confirms that they comply with the General Data Protection Regulations (GDPR) 2018

I should be most grateful if you would confirm that this letter of understanding is acceptable to your understanding and sign the next page.

Yours faithfully,



Karen Harris
Work Experience Programme Manager

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PLEASE COMPLETE AND RETURN THIS TO THE ADDRESS BELOW

I confirm that I have read this Letter of Understanding and that all the points are acceptable to my organisation/company.

Name (block capitals): _____

Position: _____

Company Name: _____

Branch/Post Code: _____

Signature: _____ **Date:** _____

Are you happy to be contacted regarding future work experience placements or work related learning activities?

Letter:

Email:

Telephone:

To opt-out at any time, please email: work-experience@royalgreenwich.gov.uk or call 020-8921 5683

Data Protection
<p>Your company and staff information, including these placement details, will be stored in a database or data retrieval system for the purposes of administration and tracking of work-related learning or work experience placement schemes.</p> <p>Your data will only be available to the Education and Skills Funding Agency (ESFA), internal departments, partner agencies, work experience brokers, schools/colleges/training providers, funding organisations and students (and their parents) to whom you offer placements. Your information may also be shared with third parties for education, training and employment and well-being related purposes; including research. This will only take place where the law allows it and the sharing is in compliance with Data Protection Legislation.</p> <p>Records will be held at: Royal Borough of Greenwich, The Woolwich Centre, Wellington Street, SE18 6HQ</p>

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