



Fareham
Academy

Work Experience Guide for Parents

Unlocking Potential | Creating Opportunity

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Introduction

We are pleased to inform you that Year 10 will be participating in work experience this year. As a school we work with a UNIFORG, who help manage work experience placements for our students.

Work experience will take place during the summer term of Year 10, five days in total. Dates can be found on the school calendar via our website.

We hope this guide helps you to support your child with this exciting and valuable activity.



How do students benefit from work experience placements?

Work experience is an opportunity for your child to experience the world of work. It is not about training for a particular job, nor does it have to link to their career aspirations, it is experience of work in general. Whether they plan on progressing to college, an apprenticeship or university, at some point in their future they may want or need to get a part time job.

The transferable skills learnt during work experience will give your child confidence and equip them with a wide range of skills which can be used in many different professions. It should be interesting and stimulating for your child to gain an insight into employment. Successfully completing a work experience placement can offer many benefits and opportunities such as:

- Helping students discover a sense of their own skills, talents, interests and aspirations within the context of work
- Giving students an opportunity to gain first-hand experience of typical working conditions, including health and safety, employer expectations and the rights and responsibilities of both employers and employees
- Giving students an understanding of why public and private organisations are important for the wealth and welfare of the country and to discover how they are organised
- Giving students an insight into the changing nature of work; and the current and prospective local labour market situation
- Gaining an understanding of adult working relationships and to develop a sense of responsibility
- Helping students explore the link between school and the key skills which are needed in working life
- Giving students a chance to find out first-hand about jobs and careers

Following their period of work experience placement, it is hoped students have developed:

- More confidence
- Improved self esteem
- Ability to communicate with adults
- Improved timekeeping
- Additional practical work skills
- Team working
- Problem solving skills

How are students prepared before work experience?

Students are prepared and briefed for work experience through their tutors, Head of Year and the school's Careers Lead. The process involves:

- Tutor time activities
- Assemblies
- Letters and emails home

Students should visit or contact their placement prior to starting to meet their supervisor and check arrangements.

What paperwork do I need to complete as a parent/carer?

All sections of all paperwork must be completed for a student to participate. Prior to the work experience placement, your child needs to arrange to meet with the employer, discuss expectations and complete the required paperwork. You may wish to also attend this meeting to discuss any specific needs your child may have if you feel this would be helpful.

Own Placement

Child's Full Name: _____	Tutor Group: _____
☐ My child's work experience placement has been secured. This is for Monday 29 th June – Friday 3 rd July 2026.	
Name of Company: _____	
Name of contact at the business: _____	
Employers Contact Number: _____	
Employers email address: _____	
Signature of Parent/Carer _____	

Once completed, we will use the UNIFROG platform to officially log the placement. Students will receive their login for this and information will be sent home to all parents and carers. This is an external provider that will contact the employer to ensure they are happy to take your child and all checks are in place for this placement to go ahead.

How many hours will my child work?

This depends on the usual working hours of the employer where they are placed. It is recommended that students should not be asked to work more than a standard eight-hour day.

What type of work can students do?

There are a wide variety of placements available to students. In some cases, legislation imposes restrictions on the type of activities which students can do on work experience. These restrictions are designed to protect students from work unsuitable for them. Due to a student's inexperience and age some tasks may only be completed under strict supervision or may, in exceptional circumstances, be observation only. The emphasis, however, is always on trying to provide an interesting and well-balanced placement.

Employers receive no payment for taking young people on a placement, it is purely goodwill. The travel to and from the workplace will be the responsibility of the parent or carer.

Are students paid while on work experience placements?

Students must not be paid while on work experience placements as it is part of their education curriculum and payment may invalidate insurance arrangements.

Are there any specific health and safety considerations?

In the workplace, the primary duties relating to the Health & Safety at Work Act (1974) rest with the employer. The Health & Safety (Training for Employment) Regulations 1990 extended the meaning of the term 'employee' to include students on work experience placements. Students are required to comply with the safety regulations of the organisation where they are working. It is their duty to take reasonable care for the Health & Safety of themselves and anyone else who may be affected by their actions or omissions. In addition, the Management of Health & Safety at Work Regulations 1999, require the employer to undertake an assessment of the risks to students before they start the placement.

Parents and carers are reminded of the necessity to notify the employer of any medical condition or additional needs, including Special Educational Needs that might influence the type of tasks that a student may participate in. Failure to do so could contribute to injury of a student or other party at the workplace.

What insurance cover is required?

It is a requirement that all employers hold current Employer Liability Insurance and that this insurance covers a student whilst on placement. It is also recommended that employers hold valid Public Liability Insurance.

What happens if my child's work experience falls through last minute?

Whilst we hope this does not happen, please inform the school if it does and your child will be supported in finding an alternative.

What happens if my child decides they do not like their work experience placement?

Employers receive no payment for taking young people on a placement, it is purely goodwill. The aim of the placement is to provide your child with an experience of work, this may include doing new tasks. Please encourage your child to complete their week placement and reflect daily. One of the aims is to develop students' communication skills. Encourage them to discuss concerns with the employer and alternative tasks and activities may be found.

My child has Special Educational Needs, what will the school do to support?

The SEN team will support students with an Educational Health Care Plan (EHCP) on an individual basis. Previously, we have successfully found suitable work experience placements and these students have gained valuable skills to support them in transitioning from school.

If your child has additional needs but not an EHCP, we suggest you discuss with your child and decide whether to inform the employer or not. The school does not share personal information about students with employers - it is the responsibility of parents and carers to disclose any information they feel an employer should know.

What happens if the employer sends my child home?

Hopefully this does not happen. However if the employer decides that your child's behaviour and conduct are not suitable for the workplace they have the right to terminate the placement. Please notify the school immediately if this happens.

Things to know

Before your child begins their work experience placement, make sure they know:

- Where they are going and how to get there
- Who to ask for on arrival
- Start, finish and break times
- Arrangements for lunch, packed lunch/money
- What they should wear

Things to ensure

During the placement, please ensure your child:

- Attends their placement and are punctual
- Notifies the school and employer if they are unable to attend
- Understands the goodwill of the employer and are realistic in what to expect
- Is encouraged to have a positive attitude
- Gets plenty of sleep
- Talks about their day
- Keeps their reflective diary daily

Who should I contact if there are any questions or concerns?

The Year 10 tutor team, along with the Head of Year and the school Careers Lead, are here to support. Please email your child's tutor in the first instance with any queries.

Summary

The Careers and Progression element of our Personal Development Learning curriculum encourages students to explore careers and progression from Year 7 through to Year 11.

Throughout their time at Fareham Academy, students have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. We participate in a range of projects to support students to understand the breadth of post-16 opportunities available to them in their future education, apprenticeships and employment aspirations, and collaborate with a number of local and national organisations that support us in this.

At Fareham Academy, we believe young people should leave school with the skills to make well-informed and equipped decisions for themselves and about their own lives, whilst respecting the rights of others. Work experience plays a key role in providing this.



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