Launceston College

Work Related Learning Week
2\textsuperscript{nd} July – 6\textsuperscript{th} July 2018
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This year we are offering additional opportunities, through Work Related Learning, for our Year 10’s instead of just offering work experience. Students can choose from four options.

1. Students could complete a week of ‘employability skills’ experiences; in some cases gaining a certificate. These experiences each have a cost as detailed on the following page.

2. Students can choose to carry out work experience, with an outside company, in a career area that they are interested in. There is a cost of £36.75 for this because work experience has to be regulated by the Education Business Partnership (EBP) for health and safety and legal matters.

3. Students could carry out a ‘take your child to work day’ with a member of the family, however, this would be work shadowing not work experience and would be down to the concession of their employers. As this is only one or two days this will be mixed with other experiences.

4. Or they can choose a College leadership opportunity helping out with the younger students taking part in active learning week within the College or within College departments. There are 30 places available for this and there is no charge. Students will be expected to find their own placement within the school by asking relevant teachers.

We would like students to look at the options with their parents and fill in the form at the back of this booklet selecting their choices for the week. Then hand it in together with a deposit to the IAG and Work Related Department.

Financial assistance and bursaries to cover the cost of work experience are available if you believe there are extenuating circumstances. Students themselves should apply in writing, demonstrating either how the work experience will support with their chosen career or how they will share their experiences with other students to Mr M Adams, Assistant Principal, by the 15th December 2017. There are a limited amount of bursaries available and will be for the maximum value of £40, this can cover the cost of the work experience H&S check and if needed travel expenses or other items needed for the week. We will consider each case individually.
Options Explained

Option 1

Work Related Learning Week to gain the following certificates or experiences:

Deposit £10 for the whole week.

The Lifeguard Experience (12 places available) - cost £11.00

A day at Launceston Leisure Centre where students will take part in lifeguarding, first aid, sports hall duties, reception duties and get an understanding of how a leisure centre operates from all aspects.

First Aid – cost £30

A certificated Level 2 award in Emergency First Aid run by Westcountry Training Solutions. This will be taught in school and assessed at the end of the day. This programme will be quite intense to enable the students to finish the course.

Young Driver Day (14 places available) - cost £13.00

Small groups of students will work with Launceston School of Motoring on the school site, undertaking driving theory and practical driving experiences.

Life Skills / Work Skills – Free

Volunteers from Local companies will run workshops to get students ‘Work Ready’ these will include Personal Impact and Networking Skills, the workshops are designed to really focusing on how to get the job above all others.

Armed Forces Day – cost Free

Everything a student needs to know about the Armed Forces, spend the day doing exciting, challenging and adventurous activities.

Please note; Bursaries are not available for this option.
Option 2

Work Experience

Cost £36.75 – deposit £10

Traditional work experience where the student approaches an employer by telephone or letter and secures a week’s work experience with the company anywhere in the country. Students then inform us and collect the insurance forms which are completed by parents and employers, returned to us and processed with the County Council.

The payment is for the governing body that regulates work experience for us in respect of health and safety and legal matters. As a school providing work experience we are legally required to have this regulatory body input.

All employers must have public liability and employer’s liability insurance in order to take a student for work experience. Students will receive a visit from a teacher, an employer’s report and a certificate to put in their Records of Achievement.

We do realise that sometimes work experience placements can be hard to find and although we do like students to source placements for themselves, we are here to help in any way we can.

Deadline for Work Experience Placements;

- 15th November - Deposit and booking form to be returned to the careers office.
- 8th January – Placements found and paperwork taken to employers.
- 8th February – All paperwork for out of county placements must be completed and handed in with any outstanding money.
- 3rd May – All paperwork to be completed and handed in with any outstanding money.

Please note students can, if they wish, choose work experience and take one day out (as long as agreed with the employer) to come into school to do a particular employability skill. For example if they really wanted to do the lifeguard experience as well as being on work experience they could choose a day in school to do that and the rest of the week on work experience. However they would have to pay for a full week of work experience and the lifeguard experience. You must indicate this on your form.

- Additional paperwork is needed to be completed for all students wanting to go on work experience, please see Mrs Acaster in the IAG and Work Related Learning Department.
Option 3

**Take Your Child to Work Day – Cost Free**

This is a good option if it would be more appropriate for a student to work with a parent because that is the line of work that the student would like to go into for example, If the parent is a farmer and the student would like to work on a farm they could use this opportunity to shadow them for the day. This is not the same as work experience because the student would be covered under the insurance for the parent and not as an employee themselves, therefore they can only work shadow for one day. As this is only for a day then the student must also choose other options for the rest of the week. There is no cost for this option. Students will be the responsibility of the parent throughout the day.

- Please note additional paperwork is needed for this choice please see Mrs Acaster in the IAG and Work Related Learning Department.

Option 4

**College Leadership Opportunity – Cost Free**

This is an opportunity to help Key Stage 3 with activities that are going on in school for Active Learning Week, or in College departments to undertake work experience opportunities like the science technicians or resources for example.

Any student participating in the College summer production must choose this option.

Students will receive a College certificate to put in their Records of Achievement.

Opportunities will include;

- Sports
- Catering
- Science Workshop
- Admin
- IT
- Drama

- For more information please see Mrs Acaster in the IAG and Work Related Learning Department.
How to apply for the Work Related Learning week

During the week commencing 2\textsuperscript{nd} October 2017, students will be given a copy of the WRL booklet. A copy will also be available to view on the College website.

- Read all the information carefully with your parents/carers.
- Remove the booking form on the back of this booklet.
- Fill in your name, tutor and house head.
- Clearly fill in your choices (if you are doing work experience all week write W/E in every box).
- Make sure it is signed by your parents/carers at the bottom.

When you have completed the form with the help of your parents/carers, you must return the booking form with the deposit to the box marked WRL Week situated in the IAG and Work Related Learning Department.

**DO NOT HAND** the booking form/deposit to your Tutor, House Head or the Finance Office as places are allocated on a 1\textsuperscript{st} come 1\textsuperscript{st} served basis on forms received by the Work Related Learning coordinator.

A receipt will be issued for all deposits by Mrs Acaster.

**Payment**

A banking system will be open to enable parents and students to pay in instalments. We hope this will make the difficulty of paying a little easier. We would also recommend parents use Parent Pay this is a quick and easy way of making payments. Please make payments under the heading miscellaneous.

Parent Pay cannot be used to make the deposit payments, as this needs to be sent in with the booking form.

Once places have been confirmed Mrs Acaster will contact parents/ carers regarding payments.
Booking Form and Deposit

When filling the form please follow these instructions.

- If you are doing work experience for the whole week, please state this on the form.
- A £10 deposit is needed for all students taking part in paid activities. The balance can then be paid in instalments throughout the year.
- Make sure you have filled in the form correctly.
- Make sure it is signed at the bottom by your parents/ carers.

The point of this booking form is to show us your intentions for this week, we do not expect a placement to be set in stone by this date but would however like the initial planning to have taken place, for example; letters to employers written and posted.
A deposit does not need to be paid if the student is intending to do the leadership option.

Name ......................................................... Tutor Group ........... House.........................

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Parent/ Carer Signature:........................................................................................................

Amount of deposit enclosed with booking form: £............ (cash/cheque) (delete as appropriate)

Please return this form and deposit to the box marked ‘Work Related Learning’ situated in the IAG and Work Related Learning office, by the 15th November 2017.