



Work Experience Placement Guidelines



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TYNE AND WEAR

Connexions Service Placements

Connexions Tyne and Wear has provided your school or college with a list of placements available for them to use with their students. The list contains details of organisations which are regularly used by Connexions Tyne and Wear for Work Experience.

The organisations on the list have already responded to a letter sent by Connexions Tyne and Wear and have confirmed they are able to offer Work Experience to students from your school or college.

You may be asked to complete a Work Experience request form by your Careers Teacher or Work Experience Co-ordinator in school and on this form you will be asked to state your first and second choice of placement.

It is the responsibility of the Careers Teacher or Work Experience Co-ordinator to suitably match students against placements, using the information supplied by Connexions Tyne and Wear and their knowledge of the students. The Careers Teacher or Work Experience Co-ordinator will then return a copy of the list to Connexions Tyne and Wear who will contact the organisation with details of the student and school or college.

It is sometimes unavoidable that the organisation has to cancel, but if this does happen we notify the school or college immediately. The teacher and Connexions Tyne and Wear will then do all in their power to find you an alternative, suitable placement.

Once we have confirmed the placement, an information sheet

will be sent into school or college for you, giving full details of your Work Experience.

Please remember that it is the responsibility of the Careers Teacher or Work Experience Co-ordinator to suitably match the students to placements on the list. It is very important that you assist the teacher in this task by completing any form thoughtfully and ensuring that it is handed in on time.

Finding a Work Experience placement for yourself

If you decide that you would prefer to find your own placement, the following information should help you.

Your Careers Teacher or Work Experience Co-ordinator will inform you of a date by which you need to give them details of your 'personal placement'.

When writing to employers remember to state clearly the dates of Work Experience as well as giving details about yourself. Explain about the deadline that you have to meet and ask if the employer can reply in time to enable you to meet this deadline.

Your Careers Teacher or Work Experience Co-ordinator will give you a 'personal placement' form for you to complete. This form should give full details of the placement you have arranged. It should clearly state the name of the person who has agreed to offer you the placement as well as their job title.

Once the Careers Teacher or Work Experience Co-ordinator

checks and signs your 'personal placement' form it will be sent to Connexions Tyne and Wear. Connexions Tyne and Wear will check to see if a current, satisfactory Health and Safety assessment is on file. If necessary, Connexions Tyne and Wear will arrange for the Tyne and Wear Education Business Links Organisation to visit the company concerned to carry out the assessment and ensure all of the necessary insurances are in place.

This is why it is so important that you meet the deadline set by the Careers Teacher or Work Experience Co-ordinator, because other agencies are involved. The Tyne and Wear Education Business Links Organisation is responsible for all Health and Safety vetting of all placements across the whole of Tyne and Wear.

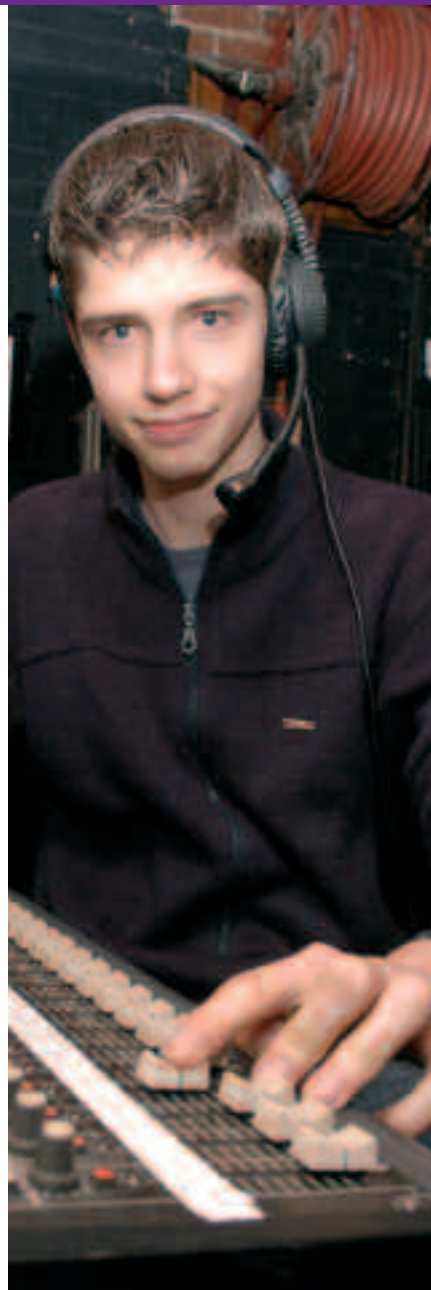
If you are fortunate enough to be offered more than one placement, please remember to let employers know if you no longer wish to take up their offer.



Some employers will reply to letters stating that they offer work experience through Connexions Tyne and Wear. However, you should not take this to mean that they are definitely offering you the placement. In this case, you need to see your Careers Teacher or Work Experience Co-ordinator, because the placement will be on the Connexions Tyne and Wear list. The employer could well have replied to a number of your fellow students in this way, and the Careers Teacher or Work Experience Co-ordinator will select the most suitable person for the placement.

Please remember that it is important you meet the deadline set by the Careers Teacher or Work Experience Co-ordinator.

It is also important that you should know that you can choose to use the Connexions Tyne and Wear list instead of finding a placement for yourself, but this is obviously something you should decide upon early in the process.





Work Experience for schools in Tyne and Wear is arranged by:

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