

THE PINGLE ACADEMY: WORK EXPERIENCE GENERAL INSTRUCTION SHEET

During the week **8-12 April 2019**, Year 10 students will have the opportunity to go on work experience for one week to a local organisation, usually in Swadlincote or Burton-on-Trent.

Following the successful completion of the **work experience agreement form (yellow)**, the Academy will inform the Derbyshire County Council Work Experience team (DCC WEX) of the intended arrangements. Where required the DCC WEX will organise a health and safety visit to the placement and if successful will approve the placement.

PLEASE NOTE: IT IS NOT POSSIBLE FOR STUDENTS TO GO ON WORK EXPERIENCE TO A PLACEMENT THAT DOES NOT HAVE DCC APPROVAL.

To participate in the scheme, students must carry out several important steps outlined below:

1. Choose an appropriate organisation at which they would like to do their work experience. To help in this important choice, students can log onto the DCC work experience website via the Pingle Academy website, to view a huge variety of possible placements. **Username: pingle Password: wex**
2. Contact the organisation to see if it will be possible to do their work experience during the week **8-12 April 2019**.
3. If required, arrange and attend a meeting with the organisation to confirm placement details and to complete the work experience agreement form. Also at this meeting the student should present the **completed (by parent/carer) medical health check form (pink)** to the placement provider.
4. Return the signed partnership agreement form to Mr Riley or Mrs Howes at Pingle as soon as possible but by **Friday 26 October 2018 at the latest**. **Failure to meet this deadline may mean the Academy is unable to organise a placement for the student.**

PLEASE NOTE: THAT STUDENTS CAN ORGANISE THEIR WORK EXPERIENCE AT A PLACE THAT IS NOT ON THE DCC WEBSITE IF THEY WISH. THE COMPLETED WEX FORM STILL NEEDS TO BE RETURNED ASAP.

The DCC WEX will only carry out health and safety checks on placements in or around the immediate vicinity of Derbyshire, including Burton on Trent. Any student considering a placement outside the local area should see Mr Riley or Mrs Howes as soon as possible.

PLACEMENTS OUTSIDE THIS AREA CAN BE VERY DIFFICULT TO ORGANISE AND PARENTS/CARERS MIGHT BE EXPECTED TO PAY A CHARGE TO COVER THE COST OF THE DCC HEALTH AND SAFETY VISIT.

- Students will only be able to go on work experience during the week **8-12 April 2019**
- If a placement is closed for half a day or a full day e.g. a shop is closed on a Wednesday, the students will have that time off and will not be required to come to school.
- Students are not required to work on a Saturday or Sunday as the Academy is not able to provide emergency support.
- The Academy will not support work experience during any holidays nor will it accept holiday forms from students who try to go on work experience during term time outside the specified week of work experience.
- The Academy is unable to organise work experience placements with any of the armed forces, the police or other emergency services.

CONTACT MR RILEY OR MRS HOWES AT SCHOOL IF YOU HAVE ANY QUERIES.