

Dear Prospective Business Link

Work related learning is a fundamental part of the Corby Technical School ethos. We are looking to broaden our students understanding of the world of work with the help of companies that parents, relatives or friends are involved with. This will provide our students with an insight into the world of work and expand learning from the classroom into the work environment by introducing a week's work experience/ work shadowing opportunity for students. The week's placement can take place at a convenient time for the company as discussed with the student.

This activity is intended to be one of work experience/work shadowing and students are classed as employees for health and safety purposes. This means employers owe a duty of care to the student, just as they do to any employee. No additional insurance is required. We do however require the public liability insurance details for the company.

Our goal is to make this week worthwhile for every student. To ensure that students benefit from this experience they will undertake a number of preparatory sessions and once back in school have time to reflect on their time in the business

Please can you complete the employer consent form and return it through the student link or directly to the school for the attention of Julie Thompson who is our careers advisor and is providing Careers Education, Advice and Guidance to our students. If you have any questions, please contact the school (01536 213100) or email: jthompson@corbytechnicalschool.org

Julie Thompson, Careers Advisor, Corby Technical School, Cottingham Road, Corby NN17 5EB.

Kind regards

J. Thompson

Julie Thompson

Frequently asked questions:

Work experience takes up lots of my time and there are lots of forms to fill in

There are no forms required by law. Most of the processes (risk assessments, insurance etc.) you have already gone through.

What about health and safety – don't I have to do special risk assessments?

In most cases, no. If you already employ a young person under the age of 18 then you should have already considered the risks that impact on a young person when you completed your risk assessments as part of ensuring your employees work safely, so nothing else should be needed. If you have not employed a young person before then you will have to review your risk assessment to identify if there are any specific risks which could arise for a young person in your business, taking into account things relevant to a young person such as age, relative lack of maturity or experience.

I'll have to take out extra insurance and that will cost me

Not true – you will be covered through your Employer's Liability Insurance and should not have to pay more. It is good practice to inform your insurer that you have a work experience student on your premises, but it's unlikely you'll be required to pay any extra premium.

I'll have to ensure all my staff have DRB checks

Not true – there is no legal requirement to have staff DRB checked and whether a check of a staff member should be carried out will depend on the circumstances. You should *consider* whether a check is needed on a member of staff who has specific responsibility for supervising a student (rather than simply working alongside a student), especially where the work experience is long-term or the student is under 16 or vulnerable for another reason.

Work experience doesn't make a difference – so what's the point?

Yes it does! In today's job market employers like you look for young people who are ready for work. A work experience placement is the best way of beginning to learn what employers look for and can be inspirational for the student. All surveys of work experience are positive about the benefits.

What's in it for me? What are the benefits for employers?

You get a new pair of hands for a short period. You get to look at a possible new employee and your staff working with the student get to develop their supervisory skills and learn more about young people – customers of the future! You are also giving something back to the community, and giving young people a chance.

What should I do if the student does not turn up?

Please contact the school if the student fails to turn up if they are one hour later than the agreed start time. IT IS IMPORTANT THAT THE SCHOOL KNOWS THE WHEREABOUTS OF ALL STUDENTS AT ALL TIMES. **SCHOOL PHONE NUMBER 01536 213100**