



Joyce
Frankland
Academy
Newport

Established 1588 ffree Grammer Schole of Newport



Work Experience

Guidance for Employer Placement Leads

Thank you for offering a placement for one, or more, of our pupils for their work experience. Without your hard work and willingness to contribute we would not be able to provide this fantastic opportunity to our pupils. Pupils experience of the world of work is an essential part of their education at Joyce Frankland Academy, Newport. This document will help to clarify some of the procedures and guidance that is involved in hosting a placement, if there are questions that you still may have, please contact your pupils Placement Coordinator who will support you with these.

You may want to fill this in to help

Pupil Name: _____.

Pupils Placement Coordinator: _____.

Placement Visit day/time: _____.

1. Procedures

a. Pre-placement

There are a number of procedures that have to take place prior to the placement to ensure that everything is correct and in place. The system that we use for this is Unifrog. Following the initial contact that a pupil will make, you will receive an email to complete your Employer Placement Lead Initial form.

i. Unifrog and documentation

The Employer Placement Lead Initial Form is the first process in checking the viability of the placement. In order for the placement to go ahead, the form needs to be completed and evidence of both Employer Liability Insurance and a risk assessment will be required. If these two pieces of documentation are not in place, the work experience will not be able to take place.

Some Employer Placement Leads may be requested to complete a DBS check during this process if they are working on their own for extended periods of time with pupils.

ii. Employer standards

Please familiarise yourself with the Employer Standards:

[\(Employer Standards: Shaping your workforce of tomorrow | The Careers and Enterprise Company\)](#)

These are in place as a framework to guide you as employers through careers education with schools. The resources available also enable you to see how you and your business can make steps to make the most of your links with schools and also develop them further in the future.

iii. Employability skills

Please familiarise yourself and your colleagues with the employability skills in Appendix A. These are the 8 skills that employers have identified as essential for success in the world of work. Our pupils will be required to evidence their work against these and how they have used and developed during their placements.

b. During placement

i. Attendance and behaviour

It is the expectation that pupils on work experience attend and behave as an employee at your place of work would. If this is not the case please contact your pupils Placement Coordinator at the earliest opportunity;

If the pupil does not attend on a day and has not made contact with you, please call 01799 540237 and speak with their placement coordinator as soon as possible.

If the pupil is not behaving professionally and in accordance with the standards you would hold for your employees please call 01799 540237 and speak with their placement coordinator as soon as possible.

ii. Safeguarding

Please refer to the “Information for Work Experience Employer Placement Leads” document that has been shared with you.

iii. Health and Safety

Please log any incidents regarding Health and Safety as you would with a normal employee, then communicate them at the earliest opportunity to your pupils Placement Coordinator.

iv. Pupil tasks/expectations/outcomes

Pupils during their placement should complete tasks that you would expect of a similarly qualified employee, alongside this pupils will complete a log book with specific tasks to support their experience. Please support your pupil with completing and having the opportunities to complete the document. A copy of this can be found in Appendix B.

v. Placement check

During the placement a member of staff from JFAN will visit the workplace or complete a Teams Call to check on the placement and if everything is going well. If there are any concerns raised at this point, then the severity of this may end the placement immediately. The timing of this placement will be shared on the front of this booklet.

c. Post placement

i. Unifrog evaluation

Following the placement you will receive a post placement "Employer Review Form via Unifrog. This will be visible by the pupils Placement Coordinator and their teachers, but not the pupil themselves. If you have any further feedback that is not addressed by this form then please contact your pupils Placement Coordinator

1. Contacts

Year 10 Placement Coordinator – Mrs L Ford lford@joycefrankland.org

Year 10 Placement Coordinator – Mrs Z McGonagle zmcgonagle@joycefrankland.org

Academy Main Reception 01799 540237

Appendix A (Employability Skills)



Appendix B (Pupil Work Book)

Imaginative

Independent

Day 3

Considering the 4I's make a diary of your day below:

Provide a brief outline of what you did today:

Who did you interact with today?

What did you learn?

Area/s for improvement:

Plan for tomorrow:

Insightful

Inquisitive

If you are absent from your placement for any reason, please contact the Employer Placement Lead and your Placement Coordinator (01799 540237) before 8am.



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Year 10

Work Experience Reflection Booklet

Name: _____

Form Group: _____

Employer: _____

Employability Skills

Inquisitive

Independent

Imaginative

Insight

TEAMWORK

BEING POSITIVE

LEADERSHIP

LISTENING

Problem Solving

Communication

Teamwork

Leadership

Grow throughout life, create opportunities

Manage time, balance life and work

See the big picture

Express possibilities

If you have any concerns during your placement, please contact your Placement Coordinator (01799 540237) as soon as possible.

Imaginative

Independent

Day 1

Considering the 4I's make a diary of your day below:

Provide a brief outline of what you did today:

Who did you interact with today?

What did you learn?

Area/s for improvement:

Plan for tomorrow:

Insightful

Inquisitive

If you are absent from your placement for any reason, please contact the Employer Placement Lead and your Placement Coordinator (01799 540237) before 8am.

Imaginative

Independent

Day 2

Considering the 4I's make a diary of your day below:

Provide a brief outline of what you did today:

Who did you interact with today?

What did you learn?

Area/s for improvement:

Plan for tomorrow:

Insightful

Inquisitive

If you have any concerns during your placement, please contact your Placement Coordinator (01799 540237) as soon as possible.