



Peacehaven
Community
School

Aspire • Believe • Contribute • Achieve

Work Experience

7-11 July 2025



"A strong careers programme is in place. This includes work experience, links with employers and timely advice. Pupils are well prepared for their next steps and for life in modern Britain"

Ofsted report October 2023





Work Experience A Guide for Students

What is a work experience placement?

A placement with an employer in which a young person carries out a range of tasks in much the same way as an employee, with the emphasis on learning from the experience. Work experience provides opportunities for learning about the skills, behaviours, careers, roles and structures that exist within a workplace.

How do you benefit from a work experience placement?

Work experience supports you to make career decisions, develop employability skills and support successful transition into FE, HE, apprenticeships and the workplace.

- **More confidence**
- **Improved self esteem**
- **Ability to communicate with adults**
- **Improved timekeeping**
- **Additional practical work skills**
- **Team working**
- **Problem Solving skills**
- **Time management and organisation**
- **Clarifies job roles within industry**
- **Broadens horizons in relation to career routes and job roles available**

How to find a work experience placement?

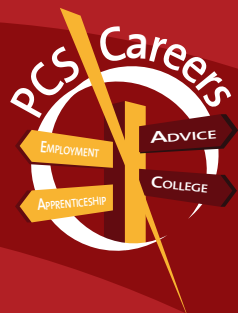
Work experience can only take place from year 10 onwards. At PCS, Mrs Lane is our Work Experience Coordinator. You can talk to her about the different options to find a placement. She is available Tuesday - Friday and is based in the school Library.



Before your work experience placement?

It is recommended that you arrange a pre-placement meeting before the placement starts. This will allow you to have a 'practice run' for the travel element, to see the business premises and meet with your contact so it is not so daunting on the first day. It will also provide a valuable opportunity to ask questions such as;

- **What time should you arrive and what time will you finish?**
- **Where to report to on the first day and to whom**
- **What are break/lunch arrangements – is there somewhere to buy lunch or should you bring a packed lunch?**
- **What is the dress code and do you need to provide any PPE (Personal protective equipment e.g. protective footwear)**
- **Do you need to bring anything extra with you?**



Health and Safety

You need to take responsibility for your own Health and Safety and those around you. At the start of the work experience placement, you should receive an induction which as a minimum should include:

- **Tour of the working area/premises**
- **Fire procedures**
- **First aid arrangements**
- **Overview of expected tasks during the week**
- **Prohibited tasks and/or areas**
- **Requirements for personal protective equipment (PPE)**
- **Introduction to colleagues**
- **Confirmation of working hours and breaks**
- **Shown welfare facilities**

Employer Expectations

Prior to the placement, it is a good idea for you to research your employer to gain a basic knowledge of the company in order to understand the possible expectations that the employer will have.

Employer expectations will also be discussed at the pre-placement meeting. However, you should be aware of the expectations that all employers will have;

- **Positive attitude**
- **Show interest**
- **Polite and friendly**
- **Ability to follow instructions/listening skills**
- **Hard working**
- **Punctual and reliable**
- **Appearance and hygiene – appropriately dressed.**

Your Expectations

You may have a different expectation of what a placement will be like compared to reality. Therefore you should have realistic expectations. Age, lack of experience, lack of training, knowledge, skills and health and safety restrictions will limit some of the tasks that you can do.

Time will be spent observing colleagues especially in environments that are high risk such as building/construction, garages and engineering.

Routine tasks such as cleaning, tidying, filing etc will be done. A full working day will be undertaken in the majority of placements not 'school hours'

Verbal and Non-verbal Communication

You should ask questions to show interest and be aware of negative and positive body language. Examples of positive body language are:

- **Making eye contact**
- **Sitting up straight**
- **Paying attention**
- **Relaxed posture**
- **Keeping hands out of pockets**

Examples of negative body language are:

- **Staring**
- **Slouching**
- **Yawning**
- **Crossed arms and legs**
- **Looking at your watch**



Mobile Phones/Social Media

Use of mobile phones will not be allowed during the placement 'working hours'. You may be asked to place phones in bags or lockers or as a minimum phones should be turned off or placed on 'silent'.

Mobile phones are not permitted in childcare/school placements due to safeguarding procedures. Inappropriate content and use of social media whilst on placements may result in placements being terminated.

Working Hours

Placements will take place between a Monday – Friday during term time. The maximum number of hours you can work will be 8 hours which would include a 1 hour break. You will be informed of the exact times of the placement by your employer. You will not be paid whilst on work experience, as it is an educational experience not employment.

Absences

If you are going to be late for your placement then you should:

- Contact the employer.
- Apologise to say that you will be late and explain the reason.
- Provide an expected arrival time.
- If you are unable to attend the placement due to illness:
 - Contact the employer.
 - Explain reason for absence.
 - Provide an expected return date.
- You should also follow correct protocol for informing school of illness. Please ensure you call the absence line for each day of illness.

Tel: 01273 575832

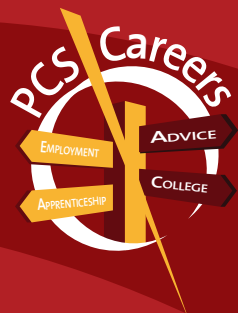
Placement Reflection

Work experience should be treated as a 'learning experience' and not just a week out of school. Therefore you need to reflect upon your placement to consolidate what you learnt and apply to your future career planning and goal setting. You should ask yourself;

- Did you enjoy the placement and was it beneficial?
- What new skills did you learn and develop?
- Do you now have an idea of what employers require from their employees?
- Has it given you a better idea of what career path you want to take?

If you didn't enjoy the experience this is also a positive thing! Now you can investigate other career paths which may be of interest.

ABOVE ALL, use the experience to help you make informed choices about your future



Work Experience A Guide for Parents/Carers/And Guardians

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How do students benefit from a Work Experience placement?

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What type of work can students do?

There are a wide variety of placements available and there are very few occupational placements that are prohibited to a student. In some cases legislation imposes restrictions on the type of work which students can do, these restrictions are designed to protect students from occupations unsuitable for them.

Due to a student's inexperience and age some tasks may only be completed under strict supervision or may, in exceptional circumstances, be observation only. The emphasis, however, is always on trying to provide an interesting and well balanced placement.

How much are students paid whilst on Work Placements?

Students must not be paid whilst on Work Experience, as it is an educational experience not employment. However, employers may wish to make a contribution to expenses; e.g. fares and meals.

What hours can a student work whilst on a Work Experience Placement?

Students should not work for more than 5 days in any consecutive seven day period and it is a requirement that students should not work more than a standard eight-hour day or forty hours in a week. They should not work excessively long hours or unnecessarily unsocial hours. The number of hours worked together with the pattern of work is normally a matter of agreement by the employer, school and student. Some industries work on shift basis or work evenings, please discuss this with employer and ensure travel arrangements suit later working. Students can work up until 10pm in these cases.

Are there particular Health & Safety considerations?

All placements will be vetted by the ESCC work experience team prior to the student attending their work placement to ensure the Health, Safety and welfare of the student during the experience. The school will be provided with a copy of the placement assessment for the placement.

How can Parents/Carers help?

Young people need to be motivated and determined in order to make the most of the opportunity that a Work Placement presents. Parents/Carers should encourage their Son/Daughter to think of the type of placement that they believe they would like to have. Discuss your sons/daughters interests, career



prospects or hobbies when deciding what type of placement would be more beneficial to them. On a practical level, Parents/Carers can help by making sure of the following:

- Knowing where your child will be going and what they will be doing
- What will your child's working hours be
- What the contact details are for your child's employer and also for the school.
- That your child contacts the employer before Work Experience is due to begin in order to confirm arrangements:
 - Exactly where to go on the first day
 - Lunch arrangements
 - Working times

Ensure that your child is prepared for the first day: Bus fares Appropriate clothing Packed lunch / lunch money How to get to the placement in plenty of time

In the run up to Work Experience your child should be reminded that the provision of Work Experience placements is entirely due to the goodwill and to the generosity of employers.

Possibilities

Possibility

Possibility

Possibility

Possibility

Possibility

Previous Placements have included

Willingdon Primary School, Queens Park Primary School, One Digital Ltd, Telscombe Cliffs, Peacehaven Heights, Meridian, American Express, Arundel Park Lodge, The Grand Hotel, Ambers Florist, All Sparks Electrical, Newhaven Library, Rayment Cycles, Butterfly Nursery, University of Sussex, Sainsbury's, Same Sky, Southern Heating Group, St Peter's Medical Centre, Caterlink, Coop, Elite Flight Training Centre, Electra hair fashions, Buzz Active - Spray Water Sports, Ron Young Motors' Ltd, Meridian Vets, Pavilion Gardens cafe, North street hair, Padello, D'oro restaurant, Maples care home, Paul Bott estate agents, Rampion visitors centre, Body Shop, Go Botanica Ltd, Not just poodles, Flatscreen Arms, Eastbourne College, Wild Monkey's childcare, Boomerang, Roclyns Rest Home, The White Horse, East Brighton Golf Club, The Jog Shop, St Luke's Primary School, Chateau Vel, Epoq Legal Services, Fairlight Garage, The Talent Foundry, Harbour Primary School, Peacehaven Town Council, The Regency Restaurant, Soccerfix, The Equine Warehouse, Homecall carpets and Flooring, to name but a few...



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Charlie Bear's Nursery
Delight in Development

