

## Work experience launch:

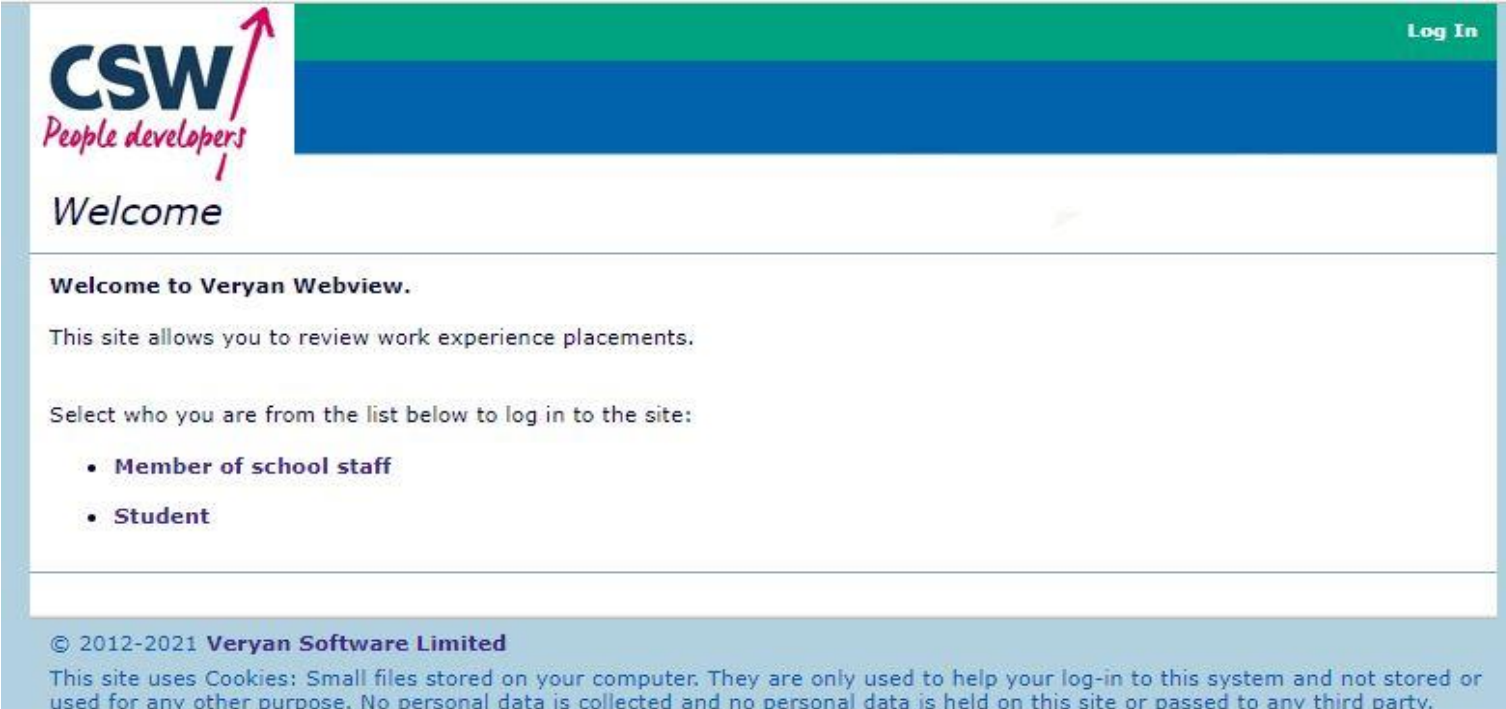
- All students in year 10 will undertake two weeks of work experience on **May 16<sup>th</sup> – 27<sup>th</sup> 2022**.
- You will be fully off timetable for the two week placement (eg – you will go to work with an employer rather than going to school)
- You are responsible for securing your own placement. This placement must be approved by the school. CSW will carry out a health and safety check before all placements.
- You will need to:
  - Research and find a job or employer that would interest you (more on this in a bit).
  - Call, e-mail or approach the employer and ask if they will be willing to offer you a placement in May 2022. They need to agree to have you.
  - Get the necessary paperwork from reception or your tutor.
  - Get the paperwork signed – including by the employer.
  - Return the paperwork to reception

## Work experience basics:

- Your chosen placement should be roughly equivalent to a full working week – this takes the place of your lessons. (eg – one night a week coaching or at a dance studio will not be approved)
- Placements which involve working from heights will not be approved (eg – scaffolding)
- Work experience is best when undertaken in an unfamiliar environment with unfamiliar people (not great with Dad or Aunty)
- Placements are not guaranteed - some may get their first choice while others may get rejected 5,6 or even 7 times! It's a bit like real life.
- Be bold – it's ok to try something different. You might discover that you have interests outside of sports or stage and screen
- Think about transport methods, timing and costs – you will be responsible for getting to your placement
- Tutors, HOY and parents can help with letters, phone calls and email writing but the overall responsibility is with you to approach potential employers

# Work experience – finding a placement

- Go to the following address:
- <https://dorset.learnaboutwork.org>
- Select “LeAF Studio School” from the list of schools



The screenshot shows the CSW People developers website. The logo is in the top left, with a red arrow pointing to the 'S' in 'CSW'. The top right has a 'Log In' button. The main content area says 'Welcome' and 'Welcome to Veryan Webview.' It explains that the site allows reviewing work experience placements and provides a list of user roles: 'Member of school staff' and 'Student'. The footer contains copyright information for Veryan Software Limited and a cookie policy.

**CSW**  
People developers

Log In

Welcome

Welcome to Veryan Webview.

This site allows you to review work experience placements.

Select who you are from the list below to log in to the site:

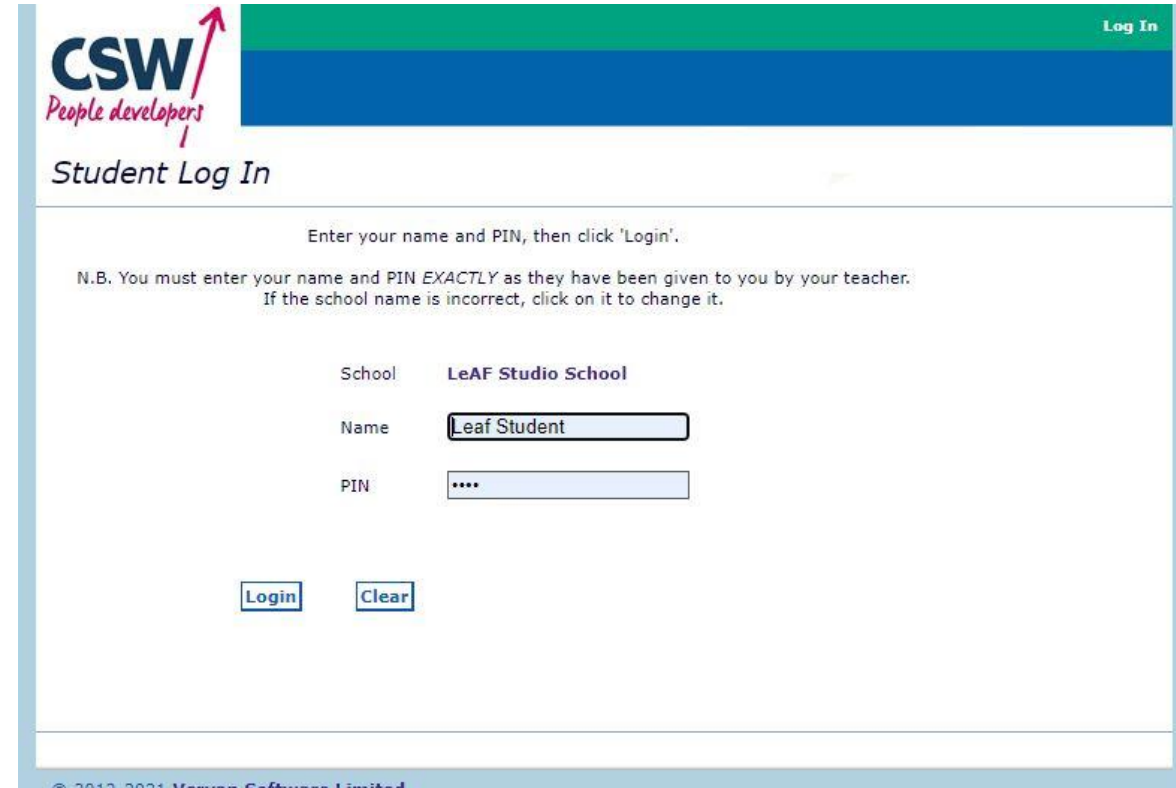
- Member of school staff
- Student

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This site uses Cookies: Small files stored on your computer. They are only used to help your log-in to this system and not stored or used for any other purpose. No personal data is collected and no personal data is held on this site or passed to any third party.

# Work experience – finding a placement

- Go to the following address:
- <https://dorset.learnaboutwork.org>
- Select “LeAF Studio School” from the list of schools
- In the Name box they put **Leaf Student**
- In the PIN box they put **7953**



CSW  
People developers

Log In

Student Log In

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN EXACTLY as they have been given to you by your teacher.  
If the school name is incorrect, click on it to change it.

School LeAF Studio School

Name Leaf Student

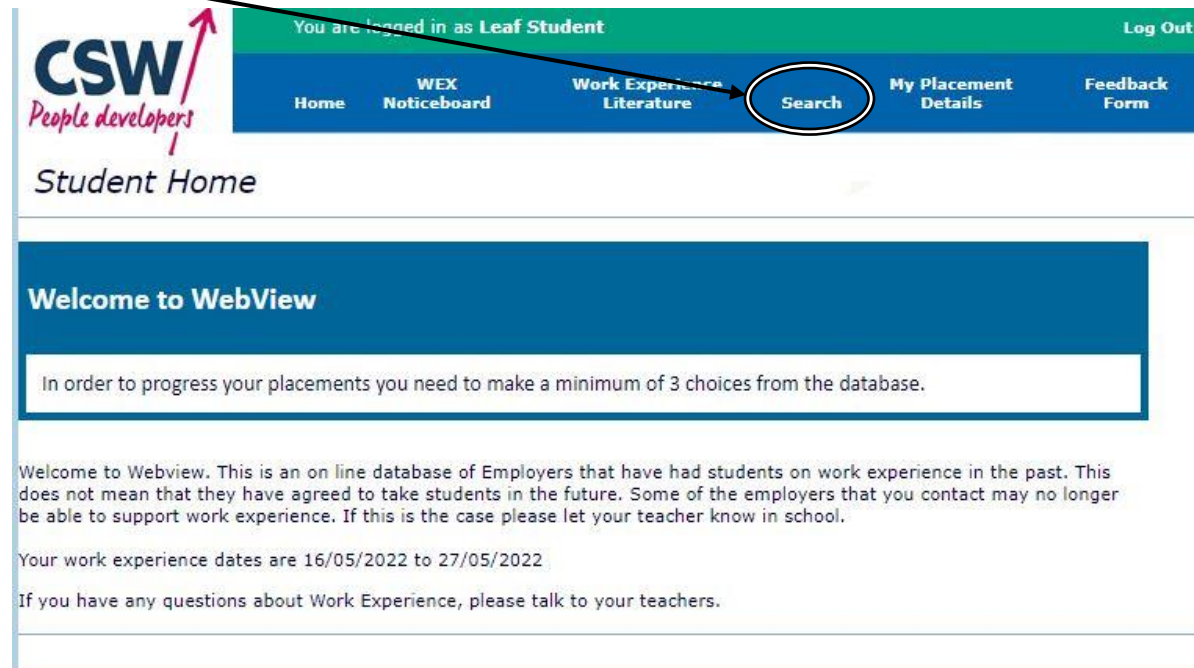
PIN ....

Login Clear

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# Work experience – finding a placement

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- <https://dorset.learnaboutwork.org>
- Select “LeAF Studio School” from the list of schools
- In the Name box they put **Leaf Student**
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- Select “search” from the blue ribbon along the top and begin to search for placements



The screenshot shows the CSW People developers website. At the top left is the CSW logo with the tagline "People developers". To the right, a green banner indicates "You are logged in as Leaf Student" with a "Log Out" link. Below this is a blue navigation ribbon with links for "Home", "WEX Noticeboard", "Work Experience Literature", "Search" (circled in red), "My Placement Details", and "Feedback Form". Below the navigation is a "Student Home" section with a "Welcome to WebView" message. A white box contains the text: "In order to progress your placements you need to make a minimum of 3 choices from the database." Further down, there is a paragraph of text: "Welcome to Webview. This is an on line database of Employers that have had students on work experience in the past. This does not mean that they have agreed to take students in the future. Some of the employers that you contact may no longer be able to support work experience. If this is the case please let your teacher know in school." Below that, it says "Your work experience dates are 16/05/2022 to 27/05/2022" and "If you have any questions about Work Experience, please talk to your teachers."

# Work experience – finding a placement

- Go to the following address:
- <https://dorset.learnaboutwork.org>
- Select “LeAF Studio School” from the list of schools
- In the Name box they put **Leaf Student**
- In the PIN box they put **7953**
- Select “search” from the blue ribbon along the top and begin to search for placements
- Students can filter and search by company name, postcode or industry.
- When students have found a job they are interested in they should write down the **job number** listed on the placement **as well as the contact details**

The screenshot shows the CSW People developers website search interface. At the top, there is a green banner that says "You are logged in as Leaf Student" with a "Log Out" link on the right. Below this is a blue navigation ribbon with links for "Home", "WEX Noticeboard", "Work Experience Literature", "Search", "My Placement Details", and "Feedback Form". The "Search" link is highlighted. Below the navigation ribbon, the word "Search" is displayed. The main search area contains a form with the following fields and options:

- A prompt: "Please select from the options below, or enter the job number here:"
- A "Job number" input field with a "Go" button.
- Form fields for "Company", "Town/Area", "Telephone", and "Postcode(s)".
- A grid of 24 industry categories, each with a colored icon and a checkbox:


<input type="checkbox"/> Administration, Business and Office Work	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Performing Arts
<input type="checkbox"/> Building and Construction	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Personal and Other Services including health and beauty
<input type="checkbox"/> Catering and Hospitality	<input type="checkbox"/> Languages, Information and Culture	<input type="checkbox"/> Retail Sales and Customer Services
<input type="checkbox"/> Computers and IT	<input type="checkbox"/> Legal and Political Services	<input type="checkbox"/> Science, Mathematics and Statistics
<input type="checkbox"/> Design, Arts and Crafts	<input type="checkbox"/> Leisure, Sport and Tourism	<input type="checkbox"/> Security and Armed Forces
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Manufacturing and Production	<input type="checkbox"/> Social Work and Counselling Services
<input type="checkbox"/> Engineering	<input type="checkbox"/> Marketing and Advertising	<input type="checkbox"/> Transport and Logistics
<input type="checkbox"/> Environment, Plants and Animals	<input type="checkbox"/> Media, Print and Publishing	<input type="checkbox"/> ALL All Categories

At the bottom of the search area, there is a checkbox for "Restrict search to Industrial Cadet places only" and two buttons: "Search" and "List".



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Andrea Knowles Academy of Dance		BH24 2RQ
Employer	Andrea Knowles Academy of Dance	
Job Title	Dance Assistant	
Job Number	50386	
Classification	GAF - Entertainment - Dance	
Business	Dance Academy	
Aims	Insight into working in a dance school.	
Activities Involved	Student will participate in the general running of a dance school. Assist teachers with lessons, observe workshops and may have the opportunity to participate in performances. There may be the opportunity to help with choreography routines and demonstrate dance movements. Student will assist with general office admin work including word processing, data input, scanning, filing, photocopying.	
Other Information	This placement is ideal for students who want to know more about dance as a career. A general knowledge dance would be helpful.	
Hours	Working hours should be confirmed with the employer prior to the placement as these may need to change depending on business need. They must not exceed 40 per week (standard 7-8 hour day). These may vary according to dance lessons. Shift work may be required and should be discussed with the employer and agreed with parents and school to ensure safe travel.	
Meals	There are no facilities to purchase lunch locally so please bring packed lunch. Times of breaks to be discussed.	
Travel	To be arranged by the Student. Transport to and from placement to be arranged by student.	
Clothing	Student to discuss clothing and footwear prior to placement.	
Interview	Yes, student to arrange	
Employer's Risk Assessment	<p><b>SIGNIFICANT RISKS</b> This information has been written for students/parents/carers. It should be used, in conjunction with the associated placement description, in preparation for, and during the placement. The Employer is required to have risk assessments in place for employees including work experience learners. Parents and students are reminded that under the Health &amp; Safety at Work Act 1974, students are classed as employees and will be subject to Health and Safety regulations that legally require them to take proper care of themselves and others. It is an offence to misuse or interfere with anything provided in the interests of Health and Safety. Students must NOT enter areas designated as off limits or use/interfere with equipment also considered as off limits. The following information identifies the significant hazards and risks associated with the placement together with the controls measures as identified by the employer.</p> <p><b>RISKS</b> Injury due to slips, trips and falls. Manual handling, dance injury. Late night working Children</p> <p><b>CONTROLS</b> Student will be given an induction including health &amp; safety issues on the first day. Full supervision will be given at all times. Training and instruction will be provided before the student starts new tasks or operations. Student will be escorted by an appropriate adult or secure travel arrangements must be made when student is working late.</p> <p><b>PROHIBITIONS</b> Student will not be left alone with children, will not administer first aid to children, will not attend to children's personal needs including taking them to the toilet and will not take pupils off-site. Student will ensure that all mobile phones are turned off and not used during lessons. Student to not take photos unless previously agreed by the employer. Student not to take or give personal details including information on social networking sites</p>	
Website		
Address	4 Willow Close St Leonards RINGWOOD BH24 2RQ	Contact Tel. 07525 259492 Email akdanceacademy@btinternet.com
	 Journey planner	

# The LeAF Studio Work Experience Schedule

- **Wednesday 15<sup>th</sup> December** Database login available. Students to begin looking for placements.
- **Friday 21<sup>st</sup> February** Out-of-area placements deadline.  
Students will now will have a more limited choice of pre-approved local placements only
- **Friday 21<sup>st</sup> March** Final Deadline for return of Employer and Parent agreement forms
- **Monday 16<sup>th</sup> May** Work Experience week begins



# Work experience – finding a placement

- Employers listed on the database are known to CSW and so these placements are easier to get approved – you should start here first
- **What if you can't find anything on the database?**
- You can approach another employer and ask if they will take you on a placement for the two weeks
- They **MUST** have the following: Employers Liability Insurance and Public Liability Insurance
- There is more paperwork involved with securing non-database placements – it is the students responsibility to ensure this paperwork is completed

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