

TRIDENT WORK EXPERIENCE INFORMATION FOR PARENTS 10th to 21st May 2010



STUDENTS TAKING FAST TRACK GCSEs

Unfortunately our traditional May work experience slot with Trident clashes with exams and revision time for these students and so we have arranged with Trident that the **Fast Track** students will do their work experience between **28th June and 9th July** by which time exams will be over. They should still do the preparation and selection with the other students because Trident are aware of their names and the dates they are going out. It will just mean their groundwork is done in very good time.

PREPARATION and SELECTION

Students have already begun working on their preparation during mentor time but they will be spending a day off timetable on 24th September to do more preparation and to go on-line to look at the jobs available on Trident's website.

We will be asking students to look carefully at the jobs available and choose a minimum of four – better still six. This is because, inevitably, some jobs will be very popular and only one student can get the place. It is therefore very important that the student is prepared to go to any of the choices he or she makes.

DIRECT CONTACT

Some students have been thinking about finding their own work placements - this can be done by getting a green direct contact form from the Careers Department. These students still need to look at the Trident jobs database so that they know what opportunities there are should their contact prove unsuccessful. There are important issues involved with direct contact employers. They must, above all, have Employer's Liability Insurance and the site will be safety checked by Trident before the placement can be accepted.

WEBSITE

The Trident jobs database can be accessed on your home computer at www.trident-online.com We would ask parents to look at the jobs available on this website and discuss details with their son or daughter. If you do not have Internet access at home it can be arranged for you to come into school to look at Trident's website.

All students must to come to the selection sessions regardless of whether they are doing a direct contact or going out later in the year. When they have made their job selections I hope they will be able to access these at home and discuss them with their parents. Once everyone is agreed on the selection, the form can be **printed out, signed and returned to Mrs Lidbury** at school. The forms will then be forwarded to Trident for processing – it will be a case of first come, first served for the majority of job placements so the sooner the paperwork comes in the better the student's chances of getting his or her first choice.

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TRAVEL

Living in a rural community as we do travel can be one of the biggest issues. There are, of course, many more job opportunities in the larger towns than there are in Burnham, Southminster etc. but fares have to be found for two weeks travel and very serious thought must be given to how difficult it may be to get to some places on public transport.

Travel by bus – a pass will be available from Trident to allow students to travel at child fare during busy periods.

Travel by Train – the student should obtain a travel card from the station. They will need to take with them a passport-sized photo, proof of age and a letter from the school confirming they are travelling to work experience. The letters can be obtained nearer the time from the LRC.

THE AGREEMENT

Soon after Christmas Trident will start printing out the blue agreement forms for students whose jobs have been arranged, and sending them to the school. They will be distributed to the students as soon as they arrive. They will continue arriving over a period of weeks so don't worry if a lot of students have received their forms but yours hasn't yet arrived. In the interim students can look at their job choices online to see how things are progressing – a gold star next to their selection means the job is theirs. A red circle means the job is unavailable for this period – the job may have gone to another student or the company may not be taking anyone for the time being. A red circle with 'in progress' against it means that Trident have written to the employer and are awaiting a reply. Patience is needed here as some employers are very slow to respond.

When the students receive their blue agreement form they must phone the employer as **soon as possible to arrange an informal interview**. They should take the agreement with them to the interview to get it signed by the employer. It should then be signed also by parent/carer and student and returned as soon as possible to Mrs Lidbury in the LRC. Medical conditions **MUST** be declared on the form.

ON THE WORK PLACEMENT

Students will receive a visit from a member of the school staff, usually during the second week. The staff member will talk to the student and the employer separately, to see how the placement is progressing.

If a student is to be absent for any reason he or she should tell the employer in good time before anything that is booked in advance. If the student cannot attend due to sickness you **MUST inform the school and the employer each day the student is absent**.

If any difficulties arise at any time during the placement please do not take matters into your own hands. You or the student should phone Mrs Lidbury on **01621 787856**, Louise Brazier on **01621 787852** or, should neither of these be available, Mrs Johnson at Trident on **0845 034 5212**. Please do not remove the student from the work placement without consulting the school first and do not find him or her alternative work without our permission.

TRIDENT GOLD

Work experience is only one aspect of the Trident Gold Programme. The other two are **Personal Challenge** and **Community Involvement**. When the student has gained all three certificates (any time between year 9 and leaving the school) they will be awarded a **Gold** certificate which is recognised by colleges and employers as evidence of achievement and enthusiasm making it a valuable addition to their portfolio. Any student interested in taking part should see Mrs Lidbury in the LRC for details.