







Work Experience  
Supporting the potential to achieve

# INTRODUCTION

Progress Schools Limited is a nationally based organisation with independent secondary schools based across England. Progress Schools provides high level, supportive and inspirational teaching to 13 – 16 year olds at key stages 3 and 4 to ensure positive progression and readiness for the world of further education, work based learning or employment.

Progress Schools use a range of innovative teaching methods in GCSE English, Maths and Vocational Subjects, through industry expert teachers to ensure achievement for students who require a different approach to mainstream education. We support and develop young people who require appropriate support and challenge to meet their academic, emotional, behavioural and social needs.

Progress Schools will;

-  Provide a safe and innovative learning environment with high quality teaching, learning and resources
-  Prepare young people for success in later life
-  Protect and increase opportunities for all students
-  Successfully engage with parents and carers to support student progress, well being and achievement.

# WHAT OUR STUDENTS ACHIEVE

All full time students at Progress Schools study the following subjects:

- ▶ **English and Maths** – Functional Skills and iGCSE specifications. Functional skills qualifications will be achieved in years 9 and 10 to enable students to gain staggered qualifications and build their confidence in examination situations.
- ▶ **ICT** – Functional skills ICT covers a variety of skills utilising computer based programmes including PowerPoint, Excel, Word and emails. Everything a student needs to be computer literate when progressing on to further education or training.
- ▶ **Science** – Delivered as a vocational BTEC in Applied Science, students can explore scientific units that impact them such as the environment. Science is assessed as a portfolio rather than examination enabling students to pass units whilst completing experiments.
- ▶ **Vocational BTECs** – We offer a variety of vocational BTECs and awards in subjects including Health and Social Care, Art and Sport.
- ▶ **Other** – Alongside the core subjects listed above, Progress students also cover subjects such as Careers, SMSC (Social, Moral, Spiritual and Cultural) Health and Nutrition and other various enrichment activities.

## 5 WAYS IT WILL BENEFIT YOU:

- ▶ **INCREASE WORK CAPACITY** – A new member to your team can cut down your work load. Simple or tedious tasks can be completed efficiently, allowing the experts to focus on the most important jobs.
- ▶ **FIND A FUTURE EMPLOYEE** – Work experience can save time on hiring a new employee, where sometimes its not easy to break habits from an old job. It could be a great way to ‘try before you buy’.
- ▶ **COST EFFECTIVE** – All we ask is that you provide lunch and travel for the student you take on, meaning you offering work experience is next to free.
- ▶ **GROW YOUR OWN TALENT**– Our students are at the earliest age of employment, so everything they know about the job they will have learnt from you. You could create your perfect employee!
- ▶ **GAIN A NEW PERSPECTIVE** – Young people can offer a different perspective on the way things work, as well as offer additional skills that you may not already have in your team.

# 4 WAYS IT WILL BENEFIT THEM:

## ▶ **IMPROVE A YOUNG PERSONS FUTURE**

– To get a job you need experience, but to gain experience you need a job. By offering a student a snippet into working life, doors will open to their future.



▶ **ADD SOMETHING TO THEIR CV** – Upon leaving school its hard to have anything on your CV that isn't related to education itself. By offering a work placement, they can write about your company as experience.



▶ **AN OPPORTUNITY TO PROVE THEMSELVES** –Progress Schools is here to help students better themselves. By giving them a fresh start through a job opportunity, they get a second chance to show the world what they can really do.



▶ **HELP THEM DECIDE ON A CAREER** – School is the time a student should start thinking about their future. Through a placement, they can make a more informed decision about what they want to do with their life.



## 3 THINGS WE'LL PROVIDE YOU:

- ▶ **A STUDENT** – All of our students wanting work placements are ready to learn from you and your business and will be excited and eager to begin work through a new experience to school.
- ▶ **EXPOSURE** - Promotion across all of our social media sites, our blog and our website. We will post about how our schools work placements are going online, giving your business exposure.
- ▶ **PROMOTION** - The opportunity to be a part of our success stories in future work placement booklets, as well as promoted through our website and social media platforms when writing about current work placements that our students are participating in.

## 2 THINGS WE ASK YOU TO PROVIDE:

- ▶ **LUNCH** – Whilst one of our students is participating in a work placement with your business, we ask that you will provide them with some lunch to eat on the day.
- ▶ **TRAVEL** - As well as lunch, we also ask that you provide our student with a way to get to your place of work each day they are with you. For example, pay for the bus or the cost of their petrol.

# 1 THING YOU NEED TO DO:

## ▶ GET IN TOUCH

If you are interested in taking on one of our Northampton students or wish to request some more information, send us an email with your business name and what sort of work you think you can offer or simply give us a call.

Email us: [businessdevelopment@progress-schools.co.uk](mailto:businessdevelopment@progress-schools.co.uk)

Call Stacie on: 0151 559 1867



Taking on a work experience student can benefit both your business and the young person who works for it. Take on a Progress student and make a difference in your community.

# HEALTH AND SAFETY

Before our student begins working for you, its important that the appropriate risk assessments and polices are in place to ensure everyone's safety throughout. We support you through this by providing you with a health and safety checklist full of information we need from you, including but not limited to:

- Your company name, address, contact number and email
- Your employers liability insurance details
- Your heath and safety displays, statements, policies and designated staff
- Risk assessments for all of the learners intended activities, transport and special needs if required.
- Welfare arrangements, provided PPE and working hours
- Fire safety plans and first aid procedures

The form includes key aspects regarding health and safety that we will need to know before the placement begins. This is then signed by both you as the employer and us as the learners school ready for their start date.