



YR 10

**WORK EXPERIENCE
INFORMATION**

WHY IS WORK EXPERIENCE IMPORTANT?

- It's not just for your CV!
- Personal Development
- Gaining life skills - 'Soft Skills'
- Building Relationships
- Experience of a real workplace



WHY THE VOLUNTARY CONTRIBUTION?

We ask for this as a signed commitment to the week.

It actually costs the school £14.50 per pupil, we have to pay this to ESCC regardless of whether you choose to arrange your own placement or use the aspire website.



WHAT ARE THE NEXT STEPS?

- ESCC manage a database called Aspire, this registers ALL companies that have passed the health and safety requirements to have pupils for work placements.
- All our pupils are booked into the system, please ensure you have your aspire login details before you leave.
- Please log in to the website ASAP to ensure it all works correctly.
- Use the system to search for and select your choices.



CHOOSING PLACEMENTS ON ASPIRE

- Pupils are asked to choose **THREE** different placements and number them in order of preference.
- The school will then contact these companies and, where possible, make arrangements for a work experience placement.



Be creative and flexible with your approach.

Don't choose options that are already taken.

Think about how you will get to the workplace.

If we cannot place you with your chosen company we will try and place you with a very similar one.



CREATING YOUR OWN PLACEMENT

- You are able to set up your own placement.
- This must still be registered with Aspire. ESCC will check for health & safety and insurance protocols.
- Speak to family or friends - if this is appropriate.
- If it is out of area (for example London) there will be a charge of £30 - £80 which you will need to pay to ESCC before the placement takes place.
- If it is in East Sussex there generally isn't a charge but this is not always the case.





ASPIRE PUPIL MANUAL

CAVENDISH SCHOOL
WORK EXPERIENCE

placement search



This program helps you to search and select your preferred choice of work experience placement. Use the instructions on the left to work through your selections. Your selections will be reviewed by the school work experience co-ordinator. Begin your selection process by entering your userid and password, and clicking on the continue button.

User ID :

Password:

continue ▶

George Albertella

logout ▶

You must select 3 placements and no more than 3 placements

No Placements Selected

own placement ▶

- ◆ Search and view placement details
- ◆ Build up a list of placements that interest you using the 'Add to List' button
- ◆ You must select 3 placements and no more than 3 placements
- ◆ When finished review selection and delete any not required
- ◆ Click 'Submit' button and complete the form
- ◆ Click 'Submit' again to save your choices
- ◆ Your Work Experience Co-ordinator will get back in touch with you about the next step

search ▶

Job Number

Select type of work

- Animals (inc Vets)
- Building and Construction
- Education and Training
- Farming
- Hair and Beauty
- Computers and IT
- Marketing and Advertising
- Admin Business and Office Work
- Performing Arts
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics
- Vehicle Trade
- Catering/Hospitality
- Design Arts and Crafts
- Engineering
- Financial Legal and Political Services
- Health Care Work
- Manufacturing and Production
- Media Print and Advertising
- Parks Gardens and Tree Surgery
- Science Mathematics and Statistics
- Retail Sales and Customer Service
- Leisure Sports and Tourism
- Unknown

Geographical Area

- Battle
- Burgess Hill
- Crowborough
- Edenbridge
- Bexhill on Sea
- Cranbrook
- East Grinstead
- Forest Row
- Brighton
- Crawley
- Eastbourne
- Hailsham



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logout ▶

You must select 3 placements and no more than 3 placements

No Placements Selected

own placement ▶

Search Results:

5 placements match your search criteria.

Click on the title link to see the full details

Click 'new search' to start again

new search

Pugs in a Tub - Assistant Dog Groomer

Location: , Eastbourne

0 students applied

Southwinds Boarding Cattery - Cattery Assistant

Location: , Eastbourne

0 students applied

Scrubby Doos Dog Parlour - Dog Grooming Assistant

Location: , Eastbourne

0 students applied

Eastbourne Vets - Surgery Assistant

Location: , Eastbourne

0 students applied

St Anne's Veterinary Group - Veterinary Assistant

Location: , Eastbourne

0 students applied



George Albertella

logout ▶

You must select 3 placements and no more than 3 placements

No Placements Selected

own placement ▶

Click 'new search' to start again

new search

Click 'back' to return to search results

◀ back

Pugs in a Tub - Assistant Dog Groomer

Location: , Eastbourne

Reference: 47635

Transport: It is the responsibility of the student to get to and from the placement.

Meal Breaks: To be confirmed by employer (dependant upon number of hours worked per day).

Working Days and Times: Monday – Friday, an 8hr maximum day will be undertaken, exact times to be confirmed with the employer.

Tasks: Assisting with washing, drying and brushing of dogs, meet/greet clients and general cleaning.

Risk Assessment: Parent/Carer

You must inform the school of any relevant learning/behavioural difficulties, disabilities or medical/health conditions that may be restrictive or require special consideration prior to the young person starting their work placement

PROHIBITED PRACTICES

It is an offence to misuse/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 off limits

SUPERVISION ARRANGEMENTS

For the duration of the work experience period the student MUST be continually supervised and monitored. Students must comply with company's Health & Safety policy and be aware of risk assessments that apply.

Aims: To gain an insight in to working as a dog groomer.

Clothing: Tunic provided.

T-shirt, jeans and trainers.

PPE supplied by employer: Gloves and aprons.

Click on the add to list button if you are interested in this placement. You can add a number of placements to your list and then use the Submit button to save your choices.

0 students applied

add to list ▶



George Albertella

logout ▶

You must select 3 placements and no more than 3 placements

Placements Selected

X Assistant Dog Groomer

You must make 3 selections before you can Submit your choices

own placement ▶

Click 'new search' to start again

new search

Click 'back' to return to search results

◀ back

Pugs in a Tub -

Transport: It is the r

Meal Breaks: To be
Working Days and T
with the employer.

Tasks: Assisting with

Risk Assessment: P

You must inform the s
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Students must NOT er

SUPERVISION ARRAN
For the duration of the
Students must comply

Aims: To gain an insi

Clothing: Tunic prov
T-shirt, jeans and trai
PPE supplied by emplo



George Alderton

logout ▶

You must select 3 placements and no more than 3 placements

Placements Selected

- Assistant Dog Groomer
- Building Assistant
- Classroom Assistant - Primary

Click on Submit to save your selections

submit ▶

own placement ▶

Click 'new search' to start again

new search

Click 'back' to return to search results

◀ back

The Cavendish School - Classroom Assistant - Primary

Location: , Eastbourne

Reference: 48062

Transport: Own arrangements

Meal Breaks: Own arrangements

Working Days and Times: Monday - Friday, 8.30am - 3.30pm, to be confirmed.

Tasks: Students on this placement will be involved in such activities as: helping to prepare activities and materials, tidying rooms after use, working with staff to prepare work and help with lessons, assisting staff with the social integration and interaction of students.

Additional Information: Interview Required. : Yes

Risk Assessment: Parent/Carer

You must inform the school of any relevant learning/behavioural difficulties, disabilities or medical/health conditions that may be restrictive or require special consideration prior to the young person starting their work placement

PROHIBITED PRACTICES

It is an offence to misuse/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 off limits

For the duration of the work experience period the student MUST be continually supervised and monitored.

Students must comply with company's Health & Safety policy and be aware of risk assessments that apply.

Aims: To gain an insight in to working within a school.

Clothing: Smart casual

Click on the add to list button if you are interested in this placement. You can add a number of placements to your list and then use the Submit button to save your choices.

0 students applied

You have reached the maximum limit of placement choices allowed.



George Albertella

logout ▶

You must select 3 placements and no more than 3 placements

No Placements Selected

own placement ▶

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search ▶

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- Catering/Hospitality
- Design Arts and Crafts
- Engineering
- Financial Legal and Political Services
- Health Care Work
- Manufacturing and Production
- Media Print and Advertising
- Parks Gardens and Tree Surgery
- Science Mathematics and Statistics
- Retail Sales and Customer Service
- Leisure Sports and Tourism
- Unknown

Geographical Area

- | | | |
|---------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Battle | <input type="checkbox"/> Bexhill on Sea | <input type="checkbox"/> Brighton |
| <input type="checkbox"/> Burgess Hill | <input type="checkbox"/> Cranbrook | <input type="checkbox"/> Crawley |
| <input type="checkbox"/> Crowborough | <input type="checkbox"/> East Grinstead | <input type="checkbox"/> Eastbourne |
| <input type="checkbox"/> Edenbridge | <input type="checkbox"/> Forest Row | <input type="checkbox"/> Hailsham |





George
Albertella

◀ back

submit ▶

Provider Name

Address

To search for an address, either enter the full post code or the street and town/partial post code. Click 'find address'.

Full Post Code:

Street:

Town/Partial Post Code:

find address ▶

Click on an address in the list to select.
If the address cannot be found then enter the full details.

Addresses found:

(none)

select address ▶

Street:

Area:

Post Town:

County:

(none) ▼

Post Code:

Contact Details

Dr

Miss

Mr

Mrs

Ms

Forename:

Surname:

Position:

Phone 1 Code:

Number:

Extra Information:

(none) ▼

Opportunity Details

Title

Description



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◀ back

submit ▶

Provider Name

The Grand Hotel

Address

To search for an address, either enter the full post code or the street and town/partial post code. Click 'find address'.

Full Post Code:

Street:

Town/Partial Post Code:

find address ▶

Click on an address in the list to select.

If the address cannot be found then enter the full details.

Addresses found:

(none)

select address ▶

Street:

King Albert Parade

Area:

Post Town:

Eastbourne

County:

East Sussex ▼

Post Code:

BN21

5GH

Contact Details

 Dr Miss Mr Mrs Ms

Forename:

H.

Surname:

Grand

Position:

Head Chef

Phone 1 Code:

01323

Number:

700 000

Extra Information:

(none) ▼

Opportunity Details

Title

Kitchen Assistant

Description

Working alongside the Head chef to prepare meals for the hotel restaurant.

CONFIRMED PLACEMENTS

Once we have finalised placements we will inform you by letter. The letter will contain:

- What and where the placement is
- A Risk assessment for the placement
- A Pupil and Parental Agreement
- A medical form - These must be signed and returned to school for the placement to go ahead.

Once your placement is confirmed we would encourage your child to contact the company to introduce themselves and find out any details about start times, lunch arrangements and clothing specifications.



KEY DATES

**Cavendish Year 10 work experience
week**

Mon 4 Feb – Fri 8 Feb 2018

Cut-off date for OWN PLACEMENTS is

Fri 02 November 9.00am

**Cut-off date for all ASPIRE
PLACEMENTS is**

Fri 02 November 5.00pm

After this the ASPIRE system will lock you out.



Any Questions?

