



# LITTLE ILFORD SCHOOL

COURAGE • COMMITMENT • COMPASSION

Rectory Road, London E12 6JB

Tel. 0208 478 8024 | [info@littleilford.org](mailto:info@littleilford.org) | [www.littleilford.newham.sch.uk](http://www.littleilford.newham.sch.uk)

Dear Parent/Carer,

During 2023 all Year 10 students will take part in a Work Experience Programme, this is managed by the Newham Work Experience Team which forms part of 15billionebp who work with local and Central London employers and education providers to coordinate placements for over 3,500 young people each academic year. The programme provides a taster of the 'World of Work' helping to raise career aspirations and supports academic progression.

The date of your son/daughter's work experience will be from: **5<sup>th</sup> – 16<sup>th</sup> June 2023.**

The Newham Work Experience Team will provide all placements required or alternatively your son/daughter will have the opportunity to find their own work placement maybe through family connections or by approaching companies directly, I will then liaise directly with the Newham Work Experience Team on behalf of the school and students.

Over the next few months your son/daughter will be thinking about their choice of placement e.g. working in the retail sector, office environment, hospitality, construction, engineering etc., and the selection process begins in February 2023.

- Your son/daughter will make their choices from a secure system which is Internet based. They can access this at school or at home so you too can become involved in their choice of placement.
- On the system there will be a variety of jobs to choose from and your son/daughter will make a minimum of 4 choices. The placements are allocated using an automated process which meets our equal opportunities requirements.

## Finding your Own Placement

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If your son/daughter prefer to find their own placement e.g. maybe with a family member, you will be provided with an 'Own Find' form by me that must be completed by the employer and a qualified member of the work experience team will follow up with a health and safety visit on their premises to ensure the safeguarding of our young people which is paramount to the smooth running of our provision. If the placement is not in Newham then the health and safety check is carried out by the work experience team based in that Borough on our behalf. **The deadline for returning 'Own Find' forms is Friday 13th January 2023. Any forms submitted to Miss.Ford after this deadline will not be processed.**

Once your son/daughter receives their placement paperwork, please ensure that you read the job description and risk assessments attached so that you are fully aware of the expectations at this placement, in particular any wording highlighted in capital letters which the employer has raised as being of importance.

### **Data Protection**

Please see Appendix A attached

I will be writing to you at a later date with more information, however in the meantime I would very much appreciate your cooperation in making sure your son/daughter make the right decisions to ensure that they gain maximum benefit from their experience. **You will shortly receive a paper consent form which will need to be signed and returned by the deadline of Friday 2nd December 2022 to Miss. Ford in office 045.**

Please do not hesitate to contact me should you have any immediate questions on any of the above.

Yours sincerely,

**A. Ford**

Miss Ford

Work Experience Coordinator



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## Work experience team

### What we do

15billionebp Work Experience Team's role is to develop, promote and deliver work experience placements where commissioned to do so by educational establishments or other funded programmes.

We work with schools, other education and training providers and external agencies to deliver a programme of work experience and work related learning for students aged 14 to 19. This encourages progression into further learning or employment and complements and supports the vocational curriculum of the Local Authority.

We work closely with local employers to build and strengthen relationships between the business community and the education sector to encourage close working partnerships. This benefits the borough's young people by broadening their skills and knowledge of the world of work. These relationships could be in the form of work experience placements or work related learning activities such as:

- EMPLOYABILITY WORKSHOPS
- MOCK INTERVIEW SESSIONS
- BUSINESS AWARENESS ACTIVITIES
- SPECIALIST SESSIONS FOR SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) LEARNERS

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## Why we need information and how we use it

The Work Experience Team acts as the Central Placement Service managing work experience placements and work related learning activities for a number of schools, colleges and training providers in the borough.

We liaise with employers both in the London Borough of Newham and further afield to ensure that the environments that students visit and tasks completed are safe and suitable.

We also ensure that employers meet all necessary health, safety and welfare requirements including having the necessary insurance in place prior to all placements or activities.

15billionebp is contracted to provide schemes of work experience on behalf of the school's governing body and/or the council's children's services as set out by Section 560 of the Education Act 1996, as amended by Section 112 of the School Standards and Framework Act 1998. This Act enables students of compulsory school age to participate in schemes of work experience where arrangements have been made by the Council's Children's Services, or school governing body on its behalf, with a view to providing work experience as part of a student's education. Section 560 as amended applies to students at any time in the last two years of compulsory schooling.

## What is our power to obtain and use personal data?

- COMPLIANCE WITH A LEGAL OBLIGATIONS
- TASKS CARRIED OUT IN THE PUBLIC INTEREST OR IN THE EXERCISE OF OFFICIAL AUTHORITY
- CONSENT

## What type of information we collect

In order for the Work Experience Team to deliver the service we collect the following information: Students:

- NAME
- ADDRESS
- DATE OF BIRTH
- GENDER
- ETHNICITY
- TELEPHONE NUMBER (PARENT OR CHILD)
- SCHOOL NAME AND ADDRESS
- YEAR GROUP, COURSE, TUTOR GROUP



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- EMAIL ADDRESS (PARENT OR CHILD)
- DETAILS OF SPECIAL EDUCATION NEED(S) AND/OR DISABILITY
- MEDICAL CONDITIONS (IF RELEVANT)

Employers:

- NAME OF COMPANY/ORGANISATION
- ADDRESS
- MAIN TELEPHONE NUMBER AND/OR EMAIL ADDRESS/FAX NUMBER
- CONTACT PERSON
- DIRECT DIAL CONTACT NUMBER OR MOBILE NUMBER
- PERSONAL EMAIL ADDRESS
- JOB TITLE
- INDIVIDUAL'S WORKING DAYS AND/OR HOURS
- MEDICAL CONDITIONS (IF RELEVANT)

## Who we may share information with

Data may be shared with the following:

### STUDENTS

- HOST EMPLOYER
- INTERNAL DEPARTMENTS
- OTHER LOCAL AUTHORITIES (CHILDREN'S SERVICES AND OTHER SERVICES AS RELEVANT AND NECESSARY) · EXTERNAL WORK EXPERIENCE OR WORK-

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## RELATED LEARNING ORGANISATIONS DELIVERING SERVICES ON OUR BEHALF

- IT SOFTWARE DEVELOPERS
- EXTERNAL FUNDING PROVIDERS
- AGENCIES WITH WHOM WE HAVE A DUTY TO CO-OPERATE, SUCH AS POLICE
- OTHER THIRD-PARTY ORGANISATIONS, AS ALLOWED BY LAW.

## EMPLOYERS

- SCHOOLS, COLLEGES AND TRAINING PROVIDERS
- STUDENTS AND THEIR PARENT AND/OR CARER
- INTERNAL DEPARTMENTS
- OTHER LOCAL AUTHORITIES (CHILDREN'S SERVICES AND OTHER SERVICES AS RELEVANT AND NECESSARY)
- EXTERNAL WORK EXPERIENCE OR WORK-RELATED LEARNING ORGANISATIONS DELIVERING SERVICES ON OUR BEHALF
- IT SOFTWARE DEVELOPERS
- EXTERNAL FUNDING PROVIDERS
- AGENCIES WITH WHOM WE HAVE A DUTY TO CO-OPERATE, SUCH AS THE POLICE

## How long we keep information

We retain records relating to individual students' work experience programmes for 3 years following the placement date and/or until the student will have reached his or her 21st birthday, whichever is the later. This is necessary because a student will have three years from their placement in which to sue for a personal injury claim.

Student details are stored in line with National CCIS requirements on the same database and therefore record details not pertaining to work experience activities will be retained with regard to the CCIS requirements.

## 15billionebp privacy statement

15billionebp are committed to the secure and responsible capture, storage and management of data. Our full company privacy statement is available to service users via

<https://15billionebp.org/privacy/>

## Version date

October 2019