

# WORK EXPERIENCE POLICY

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Work Experience is defined as ‘a placement on an employer’s premises in which a learner carries out a particular task or duty, or a range of tasks or duties, more or less, as would an employee, but with an emphasis on the learning aspects of the work experience’. It should also be regarded as a means of achieving learning outcomes for students during Key Stage 4 and beyond. It can be linked to five main curriculum areas:

- Developing students’ employability and key skills;
- Careers education and guidance;
- Vocational courses;
- Personal and social education;
- National curriculum and other subjects.

This work programme is an important element of each student’s preparation for applying for jobs, apprenticeships and/or courses after they leave education. The opportunity to focus on a vocational area which the student intends to apply to later is a crucial point of this programme.

## Aims and Objectives:

The aim is to provide all students in Year 10 with an opportunity to take part in one week of work experience to allow them to see at first hand the world of work and experience the day to day aspects of employment. It also offers many benefits and learning opportunities.

- ***Employability and Key Skills:***  
Insights into skills and attitudes required by particular sectors and employers; and an opportunity to develop, practise and demonstrate key skills in a work setting. In particular, recognising hazards, assessing and controlling risks, working with others, ICT skills and improving own learning and performance.
- ***Careers Education and Guidance:***  
*Better understanding of changes in the world of work and the implications these have for their own careers*
- ***Vocational Subjects:***  
Better understanding of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.
- ***Personal and Social Development:***  
Development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

- **General Subjects:**

Opportunity to enhance students' understanding of the National Curriculum, develop a practical understanding of a range of issues involving health and safety, economic and business issues.

Responsibilities:

The Coleshill School has the prime 'duty of care' for all students at all times – including times when students are involved in Work Experience or other off-site work related learning. Before a student can go out on work experience it is the school's responsibility to ensure all legally required forms to include; consent, health questionnaire, statement of risk assessment and control measures are completed signed and returned. All work experience placements must have had a health and safety check.

'Duty of Care' also lies with the following:

- The student
- The parent/carer
- The company/organisation where the placement is held. All employers have a legal requirement to make students and their parents aware of any risks involved, the measures to be taken to minimise these risks, the necessary wearing of appropriate clothing or protective equipment. They must ensure each student is supervised at all times and that they are briefed regarding the reporting of accidents, first aid arrangements and medical provision and fire procedures.

The work experience programme is co-ordinated by the Careers Leader who is responsible to the Assistant Head teacher linked to CEIAG.

Delivery:

Work Experience is introduced early in the Autumn term in Year 10 through Tutor time, assemblies and 'off timetable' sessions to prepare students to find a placement that they will benefit from for the following July. All Year 10 students undertake a one week work experience placement and are encouraged to source their own placement. All placements need to provide evidence of an organised programme, supervision and that there are relevant Health & Safety procedures in place.

The following critical stages in the delivery of the programme include:

- Looking at the benefits of work experience
- Thinking carefully about placement choice
- Finding the placement
- Applying for the placement
- Ensuring that all legally required paperwork is completed (no forms, no placement!)
- Learning about Health and Safety`. It is extremely important that students have an awareness of Health and Safety regulations and restrictions at their work

placement. This is also a legal requirement. This will be done by way of an assembly

- Pre-visiting the employer to carry out health and safety checks
- The placement itself
- Getting an employer testimonial on company headed paper
- Thinking about what has been learned.

#### Conditions of all Work Experience Placements:

During a placement all students are expected to:

- Dress appropriately for the placement to promote safety and a professional corporate image
- Maintain an interest in the work provided – strive to learn from successful employees.
- Be punctual both on arrival and after breaks and be reliable.
- Follow instructions and accept suggestions. Always ask for help when needed
- Act in accordance with Health and Safety regulations and requirements
- Keep personal problems at home
- Have a good attendance record
- Behave in a way which reflects well on the employer, school and fellow workers
- Follow the routine of the workplace
- Show respect

#### Monitoring:

- Students and their Parents/Carers are provided with a named Supervisor's contact name, telephone number and email address to ease communications. They are also provided with the name of a member of staff and telephone number at school to contact in an emergency.
- Students are either visited on placement or telephone calls are made either by the Careers Leader, the Student's Tutor or another member of staff. A monitoring Report is completed and kept to establish the quality of placement and the students' performance. Good performance leads to an Employer's Work Experience Testimonial being sent home.
- All students are provided with a work experience diary to record all aspects of their experience during their one week placement. These must be signed and completed by all students, parents/carers and employers.
- Students must advise the employer and school should they be unable to attend for any reason to enable all attendance to be accurately recorded. Employers are asked to contact the school as soon as possible should a student not attend for any reason.

#### Review and Evaluation:

All students take part in a work experience debrief which is delivered during tutor time which includes:

- Evaluating the experience – to know what has been gained from work experience through evaluating the experience
- Work experience diaries – to know what skills have been developed through completing the diary and reflecting on the skills learnt

- Work experience – key skills – to understand and know what skills have been developed through comparing key skills at the start and end of the programme
- Work experience personal assessment – to understand what has been learnt during work experience through completing a personal assessment form.
- Letter of thanks – to understand how to correspond with an employer through writing a letter of thanks.

The programme is reviewed annually by the Work Experience Co-ordinator using the student, staff and employer evaluations.

Dated :

Signed by:

Eileen Bishop  
Careers Leader

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Scott Jordan  
Senior Leadership Link

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Jez Currin  
Governor Link

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