



the *Kind's* school

specialising in maths and computing

Work Experience Policy

1 Policy Statement

We believe that the high quality Work Experience programme will enhance and support the Personal Development Curriculum (PDC), giving students the opportunity to develop essential skills which will assist them in achieving their goals. It will promote a positive image and reputation within the local community with employers and voluntary organisations, which in turn will serve to support citizenship and the continual development of life skills.

Principles of Work Experience

- Work Experience is an integral part of the whole curriculum, and all staff can make some contribution to the provision of the Work Experience programme.
- Work Experience supports the whole school aims.
- Every student in Year 10 is invited to participate in the Work Experience scheme irrespective of ability, gender or race, on the condition that all placements are in line with all current Health & Safety procedures.
- Gender stereotyping of occupations and work roles is actively discouraged.
- Work placements will offer a high quality experience, and meet individual student's needs.
- The school will seek to offer a 1 week placement for each student.

2 Purpose

The Work Experience scheme will offer students the opportunity to:

- Assess their own skills, abilities and work values.
- Write a letter of application if appropriate.
- Practise interview skills.
- Understand and put into practice Health and Safety regulations.
- Develop knowledge of economic and industrial issues.
- Understand relationships in the workplace and work with others.
- Identify skills and knowledge required at work.
- Review the labour market information and understand changing patterns of work.
- Widen knowledge of a range of occupations.
- Develop career management skills: decision making, action planning, presentation and negotiation.
- Develop enterprise, employability and key skills in particular self-confidence, motivation, demonstrating initiative, problem solving, communication and ability to work with others.

3 Scope

This policy will be used by all staff and will apply to all students in Year 10 regardless of ability, disability, race, gender, religion, social background or sexual orientation.

4 Responsibility

- The PDC Co-ordinator will have overall responsibility for the organisation, implementation, monitoring and evaluation of the Work Experience scheme and will be accountable to a member of the Senior Leadership Team (SLT).
- The PDC Co-ordinator will work closely with the Year 10 Year Achievement Leader (YAL) and Year 10 Form Tutors to ensure that information is disseminated and collected as required.

5 Publicity

All new staff and students recruited to the school will be made aware of the Work Experience Policy. It will be posted on the shared (G) drive of the School's IT network and on the School website and paper copies will be made available on request.

GUIDANCE

Delivery of the Work Experience programme in the Curriculum (Year10)

Element of Programme		Curriculum Area	Staff
Preparation	September	Assembly	PDC Co-ordinator
	September	Letter to parents introducing Work Experience	PDC Co-ordinator
	September	Students complete Young Persons Profile Careers Unit 1 in PDC	PDC Co-ordinator and Yr10 Form Tutors
	October	Careers Project in PDC	Yr10 Form Tutors
	November	H & S in the Workplace Unit 2 in PDC	Yr10 Form Tutors
	November	Job shops begin - matching employers with students	PDC Co-ordinator
	December	Begin H & S visits, continuing until placements commence	PDC Co-ordinator, Enterprise Co-ordinator
	December	Careers Module in PDC	Yr10 Form Tutors
	January/February/March	Continue to match requirements - employer and student	PDC Co-ordinator
	January/February/March	Post relevant paperwork to parents	PDC Co-ordinator
	January/February/March	Post relevant paperwork to employers	PDC Co-ordinator
	January	Enterprise Unit in PDC Preparation for Mock Interviews	Yr10 Form Tutors
	February	Mock Interviews	Personnel from local business's/Post 16 providers/School Governors
	March	Work Experience prep including diary completion and Child Protection power point	Yr10 Form Tutors
Placement	March	Work Experience placement	All teaching staff involved in monitoring visits
Follow-up	April/May	Work Experience review, including self evaluation	Yr10 Form Tutors & PDC Co-ordinator

Procedure for SEN students

The PDC Co-ordinator will discuss all Work Experience placements for these students with the SENCO and Year 10 YAL, who will ensure that they suit their capabilities and, depending upon the individual case, may contact the provider to discuss individual support which may be required.

Role and responsibilities of students

- Identifying learning objectives of work experience in discussion with teachers and employers.
- Conveying information about Work Experience to parents.
- Participating in all aspects of the Work Experience programme: preparation, placement, follow-up and evaluation.
- Attending the placement punctually and suitably dressed.
- Completing the Work Experience diary including the recording of information collected during placement.
- Informing the employer and PDC Co-ordinator if unavoidably absent.

Links with placement providers

The co-operation of employers is greatly valued by the school. Close working relationships with them will be fostered through the provision by the school of clear, helpful, written information, telephone or fax contact and visits to the premises. The needs of employers will always be given careful consideration. They will have the opportunity to be fully involved in all aspects of the work experience programme. Students and staff will be encouraged to see themselves as ambassadors for the school in all their contact with employers.

Employers will be asked to:

- Make provision for pre-placement interviews where possible.
- Provide an induction programme which includes a Health and Safety briefing and discussion of the student's learning objectives.
- Provide a structured placement programme with a named supervisor who will support the student whilst on placement.
- Contribute to the assessment of the student on placement.
- Contribute to the evaluation of the Work Experience programme.

Links with Parents/Carers

Parents/carers have a significant role in supporting students on their Work Experience placement. They are entitled to full information about the Work Experience programme, and also to contribute to its evaluation.

Parents/carers will:

- Be given a brief outline of Work Experience in the school prospectus, and on the website.
- Be given initial information about work experience by letter.
- Be given copies of son/daughter's workplace Risk Assessment in line with our school policy and asked to give written permission for the placement to go ahead.
- Inform us about any health problems or difficulties, which might be relevant to the type of work they should avoid.
- Be asked to contribute to the evaluation of the Work Experience programme.

Health and Safety

The health and safety of our students whilst on placement is of paramount importance. Health and safety checks of employers' premises are carried out by the PDC Co-ordinator, the Enterprise Co-ordinator and 2 other members of staff. All have undertaken IOSH health and safety training to enable placements to be checked.

Health and safety awareness is built into the Work Experience preparation programme for students.

The King's School is registered with the Health & Safety Executive, which ensures that we are compliant with appropriate legislation. The school is also part of the Central Learning Community's Work Experience Partnership, which ensures support, shared information and protocols and quality assurance.

Students will not be permitted to attend Work Experience placements until all of The King's School's Health & Safety procedures have been completed.

Employers are asked to brief students on health and safety matters either on a pre-placement visit or on the first day of the placement.

RESOURCES

Human Resources

- A Work Experience Co-ordinator with non-contact time allocated for Work Experience responsibilities (currently the PDC Co-ordinator, non teaching).
- Clerical assistance with time allocated for Work Experience administration.

- Enterprise Co-ordinator and 2 other members of staff, with time allocated to perform the health and safety checks for which they are trained.
- Time allocated for training (ongoing, to be delivered by PDC Co-ordinator)

Non-Human Resources

- Monies available in PDC budget for administration, resources and annual membership of the Central Learning Community Work Experience Partnership.
- Monies available in school budget for staff travel costs.

Staff Development

The PDC Co-ordinator and other staff have an entitlement to training, and to attend Work Experience Co-ordinator meetings.

Monitoring and Evaluation

The PDC Co-ordinator, working with a member of the Senior Leadership Team (SLT), will monitor the Work Experience programme. There will be an annual evaluation programme, which involves students, staff, employers, parents and other partners. The evaluation report will inform future development of the programme. A copy of the report is issued to school Governors and the SLT.