



Work Experience Policy

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1. Introduction

- 1.1. The guidelines and policy set out in this document are concerned with the organisation and health and safety requirements of all work experience programmes for all age groups of students within the Sixth Form.
- 1.2. Work experience is defined by the Department of Education and Skills as: “a placement on an employer’s premises in which a pupil carries out a particular task or duty, more or less as would an employee, but on the learning aspects of the experience” (Work experience : A Guide for Schools. DfE, November 1999).
- 1.3. Work experience placements make an important contribution in ensuring that students receive a broad, balanced and coherent curriculum.

2. Expectations

- 2.1. Rastrick Sixth Form promotes the use of work experience as part of the learning entitlement for all students and believes that work experience should be :
 - part of the learning entitlement for all students, made equally available irrespective of academic ability, race or gender
 - seen as a means of achieving learning outcomes for students which are part of their broad, balanced and integrated curriculum
 - viewed as a key aspects of the Academy’s careers and guidance programme and personal and social development programme
 - clearly linked to the student’s learning objectives
 - carried out in a safe and secure environment

3. Aims and Objectives

3.1. Work experience placements offer our students many benefits and learning opportunities.

3.2. Work experience is a means of achieving the following learning outcomes:

- 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 working setting, in particular in working with others, communication 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 courses: 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.
- National Curriculum and other subjects : opportunities to enhance student's understanding of the National Curriculum and develop a practical understanding of a range of issues involving economic and business issues, citizenship, environmental, and moral and social.

4. Role of the Staff

4.1. The Headteacher and the Leadership Group are totally committed and support the work experience programme at the Sixth Form.

4.2. The college ensures the suitability of all placements which are monitored by a staff team.

4.3. Additionally under Section 3 of the Health and Safety at Work Act 1974 the college ensures that it does not expose students to risks to their health and safety, so far as is reasonably practicable. Insurance checks and risk assessments are carried out on all employers and held at the colleges

5. Role of the Employer

5.1. Work placements are structured to enable students to meet their learning objectives and to practice and record key skills.

5.2. Employers are made aware of the curriculum and individual objectives for students.

5.3. Employers are aware of learning objectives and the use of the work placement booklet.

6. Role of the Students

6.1. Students will organise their own work experience and seek the necessary documents from their work placement provider. E.g. Insurance, Health and Safety documents.

- 6.2. Students will contact Sixth Form if there are any issues during their work experience.
- 6.3. Students are expected to turn up on time and meet the expectations of their provider.
- 6.4. Their Work Experience booklet needs to be completed throughout the Work Experience process.

7. Role of the Parent

- 7.1. Parents are fully informed of the work placement programme.
- 7.2. Some parents act as a resource in finding or offering placements.
- 7.3. Parents are asked to sign a consent form and are informed of where the placement is, travel, nature of the work, supervisor at work, hours and lunch arrangements through the job description sheet.
- 7.4. If a student chooses to go to a place without public liability insurance, parents will be informed and the responsibility will lie with them, not the school.

8. Hours and Payment

- 8.1. Hours worked and the work pattern is normally agreed between the employer, student, college and parent. However, students would be expected to work the hours which a normal employee might do (i.e. 8 hours) - except in the case of shift work or unsocial hours. It is normal policy that students should not work after 7pm unless agreement is made with parents who will then assume responsibility for health and safety regarding travel.
- 8.2. Work experience is part of students' education and employers should make no payment for work performed.

9. Health and Safety

- 9.1. Students are carefully prepared and briefed on hazards in the workplace.
- 9.2. Employers and workplace supervisors know their responsibilities and the Academy carries out risk assessments and checks that employers also have suitable insurance arrangements in place.

10. Child Protection

- 10.1. Protecting students against abuse and non-accidental injury is part of child protection and applies to all young people under the age of 18. Employers are asked to take responsibility for students' social welfare as well as their physical well-being.
- 10.2. Employers do all they can to ensure their employee's relationships with students on work experience are appropriate to their age and gender and do not give rise to comment or speculation.
- 10.3. Attitude, behaviour and language are all given care and thought. Prior to placements these issues are discussed with students and strategies put in place for dealing with any problems which may arise.