



Sutton Community Academy

# Work Experience Policy 2017-2018

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## Introduction

Sutton Community Academy recognises that all young people should experience some work-related learning at some time during Key Stage 4 and 5.

## Definition

The Department for Education has defined Meaningful Work Experience as:

1. *Purposeful, substantial, offer challenge and is relevant to the younger persons' study programme and/or career aspirations.*
2. *It is managed well under the direction of a supervisor in order to ensure that the student obtains a genuine learning experience suited to their needs.*
3. *It ensures that time is well spent: the employer has prepared a structured plan for the duration of the work placement that provides tangible outcomes for the student and employer.*
4. *It provides up-front clarity about the roles, responsibilities and the expectations of the student and employer.*
5. *It is reviewed at the end: the employer provides some form of reference or feedback based on the young person's performance during their time on the work placement.*

## 6. Commitment

7. Sutton Community Academy is committed to providing the opportunity for both KS4 and 5 students to undertake Work Experience as part of the CEIAG Programme. This should allow all students to develop a greater knowledge and understanding of the world of work, themselves and develop their skills for employability.
8. Sutton Community Academy endeavours to follow Work Related Learning Guidelines and other relevant guidance from The Health and Safety Executive, the Department for Education and Ofsted.

## Links with other School Policies

This policy is consistent with established development plans and negotiated agreements with Education Business Futures. It supports and enhances Sutton Community Academy's Careers Education, Information, Advice and Guidance policy.

## Safeguarding Young People

This policy ensures that the Health and Safety at Work Act is upheld, ensuring that as far as is reasonably practical, and students are not exposed to risks to their health and safety.

The selection, safety and suitability of Work Experience placements are secured via the use of the Education Business Futures website: <http://notts.work-experience.co.uk>. To this end the school informs Education Business Futures of the placements requested by Sutton Community Academy students so that they may be checked prior to placement. The Management of Health and Safety at Work Regulations, 1999, require employers to complete a risk assessment specific to young people before they are employed.

Students are issued with a Work Experience portfolio prior to the placement. This includes information on health and safety in the workplace. They are expected to take this portfolio with them and take note of health and safety when they arrive at their placement, e.g. Fire evacuation procedures.

The portfolio contains school and family emergency contact numbers for the employer's information in the event of a situation requiring contact with family/school.

All placements will be contacted and visited during the experience to monitor students' progress. This provides an opportunity for the student or employer to raise any relevant issues. Students are advised to contact school if they have any concerns.

### **Development**

This policy is reviewed annually through the Strategic Development Committee and other external partners such as Education Business Futures, where appropriate.

### **Aims**

The Work Experience programme at Sutton Community Academy aims to help students to:

- Experience and understand the world of work.
- Raise students' aspirations and improve motivation to do well in school.
- Understand the local labour market and become familiar with employer expectations.
- Appreciate the relevance of the school curriculum and links to the world of work.
- Transfer and further develop skills learnt at school.
- Gain an insight into the skills and attitudes required by employers.
- Understand how an employing organisation functions.
- Become aware of Equal Opportunity matters in employment.
- Raise awareness of the importance of Health and Safety at Work.
- Develop skills and knowledge for adult life, in self-reliance, flexibility and working with others.

### **Learning Outcomes**

Pre-placement the student will:

- Use the pre-placement portfolio to learn about work-related learning skills
- Identify what they hope to learn from/get out of Work Experience, based on their own strengths and needs through self-assessment
- Explore a range of Work Experience options and select an area of interest
- Identify the skills he/she may need at their placement
- Health and Safety awareness
- Make contact with the employer and find out the specific requirements of the placements, making themselves aware of expectations e.g. dress code, start/finish times, who to report to.
- Make personal arrangements prior to placement

### **Whilst on placement the student will:**

- Work with others conducting a variety of tasks, applying and consolidating skills already learnt
- List the jobs they have undertaken
- Identify new skills learnt
- Identify the areas of work he/she has enjoyed/not enjoyed, giving reasons
- Describe his/her working conditions
- Find out about the entry requirements [training and personal qualities] for employment in the specific workplace
- Interview 2 members of the company/placement
- Complete the tasks as required by the placement portfolio

### **Post placement the student will:**

- Recognise whether they have met their personal objectives
- Complete the post-placement portfolio to reflect on and evaluate their experience
- Make an assessment of themselves within the work place
- Evaluate their experience
- Have a heightened awareness of him/herself and the world of work
- Identify any personal changes needed in his/her future action plan

### **Students' Needs**

Students' with individual/special needs in relation to work experience will be identified in partnership with the SENCO, Tutor, Progress and Guidance Co-ordinators, Behaviour for Learning Co-ordinator and Attendance Officer.

### **Entitlement**

All students' are entitled to Work Experience in KS4 and 5 as part of their co-ordinated Careers Education, Information, Advice and Guidance Programme at Sutton Community Academy.

### **Monitoring Review & Evaluation**

The Work Experience programme is evaluated with key staff including Head of PSHCE, Post 16 staff, tutors, Progress and Guidance Co-ordinators and the KS4 and KS5 students. The results of evaluation are used to inform, review, and develop the work experience programme. The results of evaluation are communicated to key staff through the School Improvement meetings and Progress and Guidance Meetings, where appropriate.

The overall Work Experience programme is evaluated annually by the Work Related Learning and Enterprise Co-ordinator using the following methods:

- The number of KS4 students attending placement
- Feedback from the student Work Experience portfolio
- Student placement visit/telephone call by a member of staff
- Employer feedback forms
- PSHCE student debrief session/discussion
- Feedback/comments from parents/carers

- Feedback from key staff; Head of PSHCE, Work Experience Team, Tutors, Progress and Guidance Co-ordinators

## Equality of Opportunity

The programme promotes Equality of Opportunity and inclusion by providing all students with appropriate opportunities and helps to address issues of stereotyping which may influence students' choice of employment.

## Implementation

### Management

The Head of PSHCE and Work Related Learning co-ordinates the Work Experience Programme and is responsible to the Senior Assistant Principal, Mr David Mackey. The programme is planned and implemented by The Head of PSHCE and Work Related Learning and is included on the school calendar each year.

The planning of Year 10 Work Experience Week is set out below:

July	Year 10 and 6 <sup>th</sup> Form Work Experience dates agreed and added to the school calendar.
September	Work Experience launched to Year 10 students
September	Letter home to parents/carers informing them of Work Experience Week. All agreed placements referred to Education Business Futures immediately for Health and Safety checking
September - December	Work Experience Placement reminder to students during Year Meetings and regular updates to Tutors Working with students on Letters of Application and CV's for placements Students ringing up/visiting/emailing placements – all recorded on WE tutor lists by Claire Mellor – Work Experience Administrator
January	Work with tutors, PAG, SENCO and Attendance Officer to identify students that need extra help and support finding a placement More letters sent out to parents/carers of students not yet placed
January - March	Work with tutors to identify which students have found placements and those still outstanding
January - March	Work Experience help sessions during tutor time/PSHCE lessons and lunch times for students that are struggling to find a placement and those that still need help with CV, letters of application, ringing placements Reminders in Year Meetings about deadlines and support available if needed  Reminders to Tutors/staff at relevant intervals e.g. staff briefings on how process is going and what specific support they can give e.g. motivating/assisting students

March	Placement information continues to be submitted to Education Business Futures for Health & Safety checks to be undertaken
March - July	Confirmation and Risk Assessments distributed to individual students including job descriptions
April - July	One to one support during tutor time, lunch and breaks for students who have not confirmed a placement. Letter/telephone call home to parents as well to ascertain why student has not got a placement secured
June	Work Experience reminder assembly e.g. confirming placement is secure, obtaining details such as start time, dress code lunch arrangements etc Organising of any specific clothing eg steel toe-capped boots/overalls and transport arrangements
June - July	Work Experience preparation lessons during PSHCE Work Experience Placement Portfolio given out to students for completion pre, during and post placement
July	List of all students and their placements prepared and posted in PSHCE  Staff team assembled to assist with monitoring of placements by visiting or contacting provider and student to see how the placement is going  Staff complete a 'Student Feedback' form for every student/ placement they visit/contact they also produce photos and a Certificate for the student's Record of Achievement Letters are sent to parents/carers of outstanding students
July	Thank you certificate given to all placement providers. All placement providers asked to provide feedback on their student.
September	From completed feedback forms from staff and the placement evaluations, students are chosen to be put forward for the 'Work Experience' Effort and Achievement Prizes at the Year 11 Presentation evening.

The planning of Year 12 Professional Work Experience is set out below:

September	Introduction to Work Experience session to Year 12 students
September	Placement research and contacting of placements by students
Ongoing from September	Health and Safety checks undertaken by Education Business Futures Confirmation letters including Job Descriptions and Risk Assessments given to students DBS checks arranged for specific students Work Experience preparation session delivered to students
June	Students attend placement

	Post 16 staff regularly monitor students while out on placements via visit or telephone.
July	Students debrief session with tutor Post 16 staff Thank you certificate given to all placement providers.

### **Staffing**

The Work Experience programme is planned by the Work Related Learning Co-ordinator and implemented with the support of PSHCE teaching staff, tutors, Post 16 Co-ordinator/Vocational staff and other staff.

### **Partnerships**

Annual Partnership Agreements are negotiated between the school and Education Business Futures, which identifies the contributions to the programme that each will make.

We work with parents and carers informing them of the Work Experience programme, dates and relevant information such as role descriptions and risk assessments.

We work with placement providers through Education Business Futures providing information about how they contribute to the programme.