



The White Hills Park Federation Trust
A Culture of Excellence

Work Experience Policy

Policy Date: March 2017
Review Date: April 2019

Work-related learning is defined as 'planned activity designed to use the context of work to develop knowledge, skills and understanding useful in work'. It includes learning through the experience of work, learning about work, working practices and learning skills for work. This policy addresses learning through experience of work.

Government policy in the area of work-related learning and work experience no longer includes a compulsory requirement to deliver work experience at KS4. The majority of work experience for Federation students is undertaken at KS5. At KS4 work experience may be undertaken as part of alternative provision or as part of a course. Some students choose to arrange their own work experience during the school holidays.

This policy complements, and should be read in conjunction with, the Careers Education, Information, Advice and Guidance Policy; Equality Policy, Equal Opportunities Policy and the Child Protection Policy.

Work experience helps learners:

- to understand and develop the employability skills and positive 'can-do' attitude, employers are looking for in a highly competitive economy
- to understand their own strengths and areas for development
- to build confidence in handling new situations and in working within a team of adults
- to connect their education with their future working lives
- to understand the importance of working hard and doing well at school in education
- to be clearer about their future career options

High quality work experience enables students to see adult working life and helps contribute to their understanding of the world at large and to their individual maturity. It can help young people to understand the lack of openings in the modern, knowledge based economy for those without qualifications.

Key Stage 5

Work Experience at KS5 is detailed in the following guidelines “16 to 19 funding study programmes: work experience” Education Funding Agency 05/03/2015 Last updated: 03/08/2015.

All KS5 students are expected to arrange a minimum of 35 hours of Work Experience during the first year of their course. Where relevant, students studying a vocational course in Year 12 are provided with placements as part of their study programme that complement and extend their learning.

Bramcote College follows the latest guidance from Local Authority, Department for Education and the Health and Safety Executive to ensure the health, safety and welfare of our students on Work Experience.

The college will:

1. Treat work experience as a key aspect of the curriculum as it plays a vital part in the preparation of young people for adult life.
2. Use the experience to help allow students to develop and evidence their employability skills
3. Provide a preparation and debriefing programme, which includes Health and Safety advice through the post-16 Year 12 Tutor Programme
4. Prepare the students to effectively plan and record their learning through the Tutor Programme
5. Enable students to attend pre-placement visits and interviews where necessary.
6. Provide help and guidance to students to enable students to gain relevant work experience.
7. To ensure that employers are aware of any relevant medical or special educational needs.
8. Ensure that all placements and planned activities, including “own find placements”, have been authorised by a senior representative of the company and that all placements are covered by Employer’s Liability Insurance.
9. Ensure that written parents/carers consent has been obtained for each student.
10. Ensure that all aspects of the programme are thoroughly evaluated and that the findings are shared and acted upon.

Key Stage 4

The Federation uses an outside agency (Futures Advice Skills and Employment)) to ensure placements are fully checked for all Health and Safety requirements, including employers liability insurance, and that all relevant documentation is in place. The outside agency operates checks in line with the Learning and Skills Council’s Health and Safety Procurement Standards).

Those involved in work experience administration must understand their roles and have specific and clear responsibilities. They must regularly receive further training and updates in the law by attending meetings organised by the outside agency

There is a robust system to manage the approval of placements in terms of health, safety and learner welfare by ensuring all placements are checked by the outside agency before students are informed of their allocated placement.

Parents are asked via the work place agreement to inform school of any medical conditions that could affect their child's placement. Employers are informed of this and also any confidential information about the Student held in school regarding the academic performance and any SEN or other relevant information held or known which could affect their placement is sought through liaison with SEN staff in School and KS4 teams.

Processes are in place to match learners to placements that meet their learning needs and capabilities by using data held on each student and the practicalities of getting to and from the placement.

Special needs learners are carefully matched to placements by liaison with experienced staff and effectively supported before and during their placement and Parents are notified of the specific arrangements for their child's placement, including dates, work times, dress code, contact details, location and activities to be undertaken.

The Federation school ensures that a job description and work experience agreement is issued to the learner for their parent's attention prior to the placement start date. With regard to special need's students, these are also posted out to parents to ensure they are informed.

Lead staff ensure that systems are in place to check and record that all learners have received a briefing, including health and safety, prior to placements commencing.

The Federation school supports and monitors all types of placement through visits and/or telephone contact with both the workplace supervisor and the learner to discuss achievements, challenges, and to resolve issues.

The employer is not informed of learners' personal addresses owing to child protection responsibilities. However, the employer is provided with the name of the nominated person and administrative staff, Federation school telephone number, email addresses and also an emergency mobile number (also given to the Learners) to ensure contact can be made, even out of hours.

Lead staff and administrative staff handle, record and process feedback and complaints from employers and others involved

Any accidents or incidents are thoroughly investigated and dealt with in line with health, safety and welfare assessment/child protection for work experience placements by liaison with specialist staff in school.

Evaluation outcomes from learners and employers are used as part of review processes to inform the next cycle of business planning for the nominated person and administrative staff in ensuring that quality placements are used for future students.

Parent/Learner

Parents and carers are involved in the choice of placement including giving their consent for their child to attend work experience placements and interviews/work experience visits and the Federation school makes every effort to keep parents informed during the process with all paperwork being addressed for the parent's attention.

Placements hours are within the 'normal' range of a business day. However, should any placement require a learner to work later than this range the Federation school will insist on a letter from the parent or carer confirming that they will provide

transportation home for their child and that the parent or carer accept full responsibility for their welfare.

Learners, once placed, are provided with an agreement and job description for their parent's attention with instructions regarding signature and request for medical information. This is returned to the nominated person or administrative staff.

Learners are effectively briefed before the placement, including health and safety and how to behave during interview and whilst on placement as part of work experience preparation

Outside Agencies

Futures Advice Skills and Employment ensures that the employer holds employers' liability compulsory insurance and public liability insurance and has advised their insurers they are involved in work experience schemes.

They also ensure that placement job descriptions are comprehensive and include "hands on" meaningful tasks. The outside agency have processes in place to ensure that employers understand the risk assessment requirements and where the learner is under the minimum school leaving age these are communicated to the parent via the job description held on the outside agency's database.

Service level agreements from the outside agency are in place and reviewed regularly to take account of any curriculum, legal or guidance changes. The outside agency has a policy for appraisal of members of staff which includes appropriate and specific training for teams and individuals.

Employer/Placement Provider

Employers are given all relevant information about any special needs or medical conditions the learner may have which might impact on their health or ability to carry out the placement. This information is gathered through liaison with SEN and KS Teams in School and parents.

Employers understand they are responsible for the health, safety and welfare of the learner during the placement and that the Federation school retains a duty of care.

Employers should give learners clear instructions about what they are being asked to do during the placement. Employers should check the learners understand any instructions, bearing in mind the learner's age, experience and maturity and any SEN information they have been provided with. Students are briefed during pre-placement sessions on 'what to do if' they don't understand an instruction.

The employer will conduct an induction on the first day of the placement including health and safety matters, including the location of the welfare facilities and evacuation procedures.

The employer supports the learner in recognising and developing the skills and qualities regarded as important in the workplace. There should be a structured programme with variety and a number of "hands on" meaningful tasks.