

SCHOOL POLICY (DRAFT)



WORK EXPERIENCE POLICY

Ethos

Work experience is viewed as an integral part of Kelvin Hall's Careers Education Information Advice & Guidance (CEIAG) programme; supporting pupils post 16 transitions to education, employment or training, and providing them with the opportunity to develop vital employability skills (including improved self-management, self-confidence, team work and communication skills). Engagement with local employers is vital for pupils to develop networks and as such we strongly believe that work experience is an opportunity that should be available to all pupils.

Delivery

All pupils undertake two weeks of work experience in Year 10. Pupils are prepared for work experience during careers days; covering health and safety and behaviour in the workplace. It is possible to offer extended placements to pupils who i) have received outstanding feedback on their block placement, ii) can undertake an extended placement without impact on their academic achievement. Vocational work placements are organised at the request of, and in conjunction with, vocational subject teachers. Pupils are visited on work placement by pastoral staff. Provision is made to arrange pre-visits for vulnerable pupils and additional placement visits are also agreed with the employer. All placements are health and safety checked by the E2W and proof of employer's liability insurance is obtained.

Roles & Responsibilities

Assistant Head: Senior leader responsible for overseeing work experience, liaising closely with the Education Employment & Training Manager to ensure that pupils are fully prepared for placements and staff members are aware of their supporting roles.

Education, Employment & Training Manager: Provide information to parents (including organisation and delivery of the work experience parents evening), support pupils to find placements, arrange preparation lessons including health and safety, liaise with employers ensuring they are fully informed of individual pupil needs, liaise with E2W, organise staff placement visits, arrange pre-visits for SEN pupils, and deal with issues that arise during the work experience period. Liaise with Pastoral Head of Year, SENCO, and TAs to identify vulnerable pupils and arrange suitable placements.

Careers & Work Experience Support Officer: Support the EET Manager with the organisation of the work experience parents evening; liaise with the E2W, pupils, parents and employers, referring queries to the EET Manager where necessary. Responsible for the administration of the self-canvass process, also using the work experience database and EBP system to allocate placements to pupils. Support vulnerable pupils on pre-work experience visits and undertake placement visits throughout the two week block period.

Head of Year 10: Liaise with EET Manager to ensure that all concerns regarding pupils work experience placements are communicated. Support EET Manager with work experience parents evening, pre work experience assembly and placement visits.

Teaching staff: Discuss links between subject area and work experience and encourage pupils to seek placements which are aligned to their individual skillset. Discuss skills utilised during work placements including application of literacy, numeracy, and IT, and question pupils about the impact of their experience on future choices, referring to EET Manager where appropriate for further advice.

Teaching Assistants: Discuss work experience with the pupils they support and consider possible suitable placements, inform EET Manager of the outcomes of discussions highlighting any concerns they may have. Visit pupils on work experience as and when requested, monitor progress and keep records of visits. Liaise with employers and resolve minor issues, refer issues to EET Manager where appropriate.

Work Experience (Working Practice)

Work experience is organised in adherence to the National and Local Authority Policy Guidelines. The school takes responsibilities as agreed within the E2W Annual Service Level Agreement. The EET Manager and/or Careers & Work Experience Support Officer attend the Work Experience Co-ordinator meeting to ensure they are kept up to date with new developments and disseminate information as appropriate on their return to school.

All pupils undertake two weeks of work experience in year 10, if required this can be two separate placements of one week each. Pupils are encouraged to find their own placements using a self-cavass form. Pupils are offered advice on approaching employers and ensuring that they find an appropriate placement. If an employer requests to interview a pupil prior to their placement this is organised through the work experience team. If pupils are unable to find their own placement they are allocated a placement by the work experience team. Additional support is provided to vulnerable pupils and their parents to ensure appropriate placements are found. A work experience evening is held in September to ensure that pupils and parents understand the process and have adequate time to secure a placement.

Pupils are permitted to undertake out of county placements if i) it is deemed that the opportunity is unique to the location and a similar placement cannot be sourced locally, ii) suitable arrangements for travel and accommodation are made and approved by the Child Protection Co-ordinator.

Pupils are encouraged to choose a placement that is relevant to their aspirations and employability needs. The Work Experience Team actively challenges gender stereotyping and supports equality of opportunity in placement choice and allocation.

Final checks are completed by the EET Manager and Head of Year to ensure pupils are matched to an appropriate placement, consulting with the Child Protection Co-ordinator and SENCo where necessary. Employers are notified of additional support needs and given the opportunity to discuss needs with a member of the Work Experience Team and/or the SENCo. Where appropriate a pre-visit is arranged. Employers are also notified of medical needs and are provided with a copy of Medical Care Plans (with pupil/parent permission). Where appropriate a pre-visit is arranged. Permission from parents is sought prior to the commencement of work experience. Parents are given the opportunity to provide any additional information relating to additional needs and medical issues, which they would like the employer to be made aware of.

Preparation for work experience is done in school leading up to the placement. Preparation sessions cover; how to self-cavass for a placement, how to choose an appropriate placement, behaviour in the workplace, what to do if there is a problem, and an introduction to the journal. Pupils are also provided with a work experience preparation booklet and the aforementioned points are discussed at the work experience parents evening.

Parents are provided with details of their child's work placement, including location dates, times, clothing requirements, and contact details of the placement supervisor. Pupils are expected to develop their self-management skills throughout the placement and as such they are required to

ring their placement provider three week prior to the placement commencing to confirm arrangements. Pupils are also expected to take responsibility for their own travel to and from placement; parents are advised to contact the school if they anticipate a problem with this. Some financial support is available for pupils in extenuating circumstances.

During work placements issues should be referred to the Work Experience Team who will liaise with pupils, parents and employers to resolve any issues. Parents are required to contact the school if a pupil is going to be absent at any time during their work placement, the school will then agree with the parent which party will inform the employer of the absence. Parents and pupils are also advised to contact the Work Experience Team if they have any concerns about the placement.

During their placement pupils are required to complete a journal which will be used in year 11 to complete applications and prepare CVs, the school requests that parents encourage their child to complete the journal on a daily basis.

During the work experience period members of the pastoral team are tasked with contacting the employer by telephone and arranging a workplace visit to check on pupil progress. A staff visit form is completed for each pupil and is stored in their pupil file. Staff visit reports, along with employer feedback is again utilised in Year 11 to support pupils with applications. Work experience reports are also used by the EET Manager and Head of Year when writing college and apprenticeship references for pupils.

After work experience pupils are involved in a debrief session and complete an evaluation questionnaire of their experience. Pupils are also supported in writing a letter of thanks to their employer.

Evaluation of Work Experience

Pupils complete a work experience monitoring evaluation form and work experience journals are collected in and checked. In addition to this, staff visit forms and employer feedback are collated and along with pupils feedback are analysed to determine the success of the programme and highlight any issues. Issues raised by staff, parents, pupils and employers are investigated internally by the EET Manager and are also reported to the E2W.

A work experience evaluation report is produced and circulated to the Headteacher, Assistant Head with responsibility for CEIAG, and the E2W. The questionnaires and subsequent report are then used to evaluate the work experience programme and inform changes for the following year.

Evaluation of Work Experience

8 months prior: A planning meeting is held and work experience dates are communicated to staff and placed on the school calendar. EET Manager updates letters, forms, lesson plans etc. Careers & Work Experience Support Officer contacts all previous employers to confirm placement offers for next academic year and a spreadsheet of early offers is sent to E2W. Employers are sent a thank you letter for initial offer.

6 months prior: Pupil preparation starts. Work experience parents evening is held and parents / pupils are informed of the work experience process, advised on self-canvassing, and provided with a calendar of events, self-canvass form, and consent form. Wish list is created for pupils seeking specific or popular placements. Careers & Work Experience Support Officer monitors E2W system to

ensure placement offers are on-line and liaises with E2W. Pupils who need additional support are identified and additional support is provided to pupils and parents.

3 months prior: Pupils without a self-canvass place are matched to placements; popular placements are allocated to pupils, taking into account employer requests, pupil suitability, attendance and behaviour. Employers are contacted with pupil details, placement allocations are checked to ensure Health & Safety has been passed and insurances are in place.

2 months prior: Placement details and risk assessments are provided to parents. Pre-visits for vulnerable pupils are arranged.

3 weeks prior: Pupils are reminded to contact employers and confirm arrangements.

2 weeks prior: Meeting for staff visiting pupils on placements, visit lists are agreed and all necessary paperwork is issued. Staff are provided with employer details and additional visits for vulnerable pupils are scheduled.

1 week prior: Head of Year and EET Manager give final briefing to pupils and staff and deliver work experience assembly.

During work experience: In the first two days all pupils visiting staff ring the employers of their cohort and check attendance and deal with initial issues, early visits for vulnerable pupils or placements experiencing issues are undertaken. Placement visits commence from the third day, EET Manager to monitor visiting programme and deal with all incoming queries.

Post work experience: Pupil debrief, evaluation questionnaire completion, feedback obtained from staff and employers, thank you letters sent from pupils and school, evaluation report completed.

Appendices

- A. Work Experience Calendar of Events**
- B. Work Experience Preparation Booklet**
- C. Work Experience Staff Visit Form**
- D. Pupil Work Experience Questionnaire**
- E. Service Level Agreement for work experience**