

Careers Education Information and Guidance Policy: Work Experience

Aims and Objectives

To prepare all pupils for the opportunities, responsibilities and experiences of adult life.

The eight Gatsby benchmarks of Good Career Guidance

5. Encounters with employers and employees
6. Experiences of workplaces

As part of a learning programme it helps pupils to:

- experience work at first hand
- understand how an employing organisation functions
- experience the social relationships at work
- appreciate the expectations that employees will have of fellow workers
- assess how they will adapt to working patterns and relationships outside school
- gain the self-confidence needed in an adult world
- develop both skills and knowledge for adult life.

Procedure and Responsibilities

All pupils in Year 11 will be offered the opportunity to go on Work Experience during school term in the two weeks following on from their last GCSE examination. This is in line with Section 14 of the Employment Act 1990, as amended from the Education (Work Experience) Act 1973.

During PSHE lessons and Tutor Time pupils are briefed on how to select opportunities and places that interest them, in line with other guidance work carried out in PSHE career lessons. All pupils are invited to attend a specific work experience action planning appointment.

The school has a Work Experience Co-ordinator, our Head of Careers, who organises the health & safety vetting of all companies selected by the students using our pre-employment H & S form, for placements taking place during the two weeks of school work experience. Application forms and templates are then issued together with letters to parents.

The Work Experience Co-ordinator helps pupils to organise the placement and, once arranged, and when the H & F form is returned to school along with signatures of the pupil, the parents and the employer, is the placement confirmed.

During the period of Work Experience the pupil is required to complete the log section of the Work Experience booklet. A member of the school staff will endeavour to visit the pupil during their time on Work Experience, or make contact via telephone if the placement is out of area. An Employer's

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Report is sent to school on the completion of the placement, which can be used in compiling references later in the year.

Sixth Form pupils following vocational courses also have an entitlement to Work Experience that can be arranged. Work shadowing and taster courses are also made available to sixth formers.

Evaluation

Each year the provision arrangements made by the school are formally evaluated by the school staff. This also involves an evaluation by students through PSHE/Tutor time.

Review

This policy is reviewed annually.