

Longdean School



Work Experience Policy

Reviewed: **UNDER REVIEW AUTUMN 2019**

Ratified:

Next Review

Work Experience Policy

Policy Statement

The Work Experience programme at Longdean School seeks to provide every student with a quality experience of the world of work.. All students in Year 10 will be offered a Work Experience placement in the Summer term. This will not necessarily be in a career area that they intend to pursue but will involve many transferable skills Students will choose placements from the Herts Careers Service database or they will be allowed to set up their own placement in an area of their choice subject to HCS approval.

Aims

Offering our students the opportunity to experience work will enable them:

- to gain insight into career opportunities whatever area the placement is in
- to gain experience in relating to adults
- to develop confidence
- to develop more independence and individual responsibility
- to develop new skills and apply existing key skills in a new environment
- to help prepare them to manage the transition from school to adult working life more comfortably

Implementation

Longdean School's Work Experience Programme has a commitment toward:-

- conforming to the Education Reform Act 1988
- involving as many employers as possible at appropriate stages of the programme

The policy is initially introduced to students in assembly. It is reinforced throughout the Work Experience preparation programme, which is delivered in Year 10 PSHE lessons and by the Form Tutors during registration.

Equal Opportunities

'ALL STUDENTS WILL BE OFFERED A WORK EXPERIENCE PLACEMENT'

ALL students at Longdean School are offered a placement.

Consultation with the Pastoral Director of Learning, Special Educational Needs, and the Careers Service ensures that we identify the needs of students and provide them with the most suitable placement available.

The Youth Connexions service are involved at a very early stage with students who have special educational needs in order to provide the necessary support and guidance .

Year 9 students are specifically taught about equal opportunities in the workplace as part of their PSHE programme and this issue is revisited in Years 10 and 11. We monitor equal opportunities and the Careers Department at Longdean School conforms to the schools equal opportunities policy.

Health and Safety/Insurance Cover

All our placements are obtained via the Hertfordshire Careers Service, where a trained Health and Safety Inspector vet each placement. All placements must be in possession of necessary public liability insurance. Hertfordshire Local Education Authority carries insurance on all students.

Any students who arrange their own placements must put these placements on to the database so that HCS can vet them.

Students arranging their own placement are required to complete an own placement form and obtain acknowledgement of the relevant insurance from prospective employers.

All our students take part in a unit of work on Health and Safety in their Year 10 Careers lessons.

The Organisation of Work Experience

- Staff involvement/preparation

The PSHE team have the main responsibility of preparing the students for Work Experience. The Careers Co-ordinator also spends a lot of time in assemblies talking about the benefits of work experience and the importance it has for their future. This gives Work Experience a high profile.

Form tutors are involved in registration time and in visiting the students on their placements.

The Head of Key Stage 4 and the Careers Co-ordinator are also involved in the supervision of students whilst on placement.

- Parental/Guardian Involvement

Letters are sent out via students to all parents to inform them about the Work Experience Programme.

Parents/guardians are required to give permission for students to take part in the Work Experience programme and for them to attend their allocated placement.

- Employer Involvement

The employers that we use represent a wide variety of career areas e.g. retailing, banking administrative, engineering and the police. Wherever possible students are broadly matched to their placement depending on their preferred job area.

The students all select their placement from the choices available; they are never given something without them having an element of choice.

The employers are sent information about their student including a CV and a letter from the school.

- All employers are asked to submit a report on their student these are chased up for six months by the Careers Co-ordinator.
- Obtaining Placements
-

Placements are obtained through the Web view scheme offered by Herts Careers Service. Students can set up their own placements by submitting the relevant form to the school. This is then forwarded to HCS where the placement is thoroughly checked.

Student preparation programme

Preparation for Work Experience begins in the Autumn term of Year 10 when a letter is sent home .

Students are introduced to the idea of work experience in a series of assemblies. It is important that both students and parents understand that it is the aim of the programme to provide students with “ the experience of work “ rather than a career tasting experience. They then select their choices through webview in PSHE lessons over two weeks in the Spring Term.

Regular assemblies reinforce the importance of the week and the points raised in PSHE.

Students are given help with contacting their employer.

Parents are involved as and when appropriate.

During Work Experience

Students are visited by either their Form Tutor, Head of Key Stage 4, Pastoral Director of Learning or the Careers Co-ordinator. The visiting staff speak to the student and the employer and a report is written. If the employer or the student is not happy with the placement then it is the individual’s responsibility to inform the school.

After Work Experience

Students are given time in registration for reflecting on their week.

Students fill in an evaluation form and talk to others about their experience.

Employer’s reports are collected in and copied for the student.

Certificates of Achievement are awarded for those who complete their work experience booklet which is a diary of their week which includes their thoughts, reflections, successes and learning that has taken place as part of the placement.