



Bungay High School...

# Work Experience Policy



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## Opportunity and Excellence for All





# Work Experience Policy

## Introduction

Work Experience is viewed as an integral part of school activities. The curriculum is enriched by the work students do in preparation, during and in follow-up for Work Experience.

## Definition of Work Experience

"A placement on an employer's premises in which a student carries out a particular task or duty, more or less as would an employee, but with the emphasis on the learning aspects of the experience." Under the "Education Act (1996) this allows students to take part in work activities in their last compulsory year of school. This covers activities within the 14-19 work related learning curriculum. Standard Work Experience covers a 2 week block, in early July, extended Work Experience covers over 2 weeks, and regular Work Experience covers 1-3 days a week over a number of weeks.

## Aims and Objectives

- Promoting knowledge of industrial, commercial and public employers
- Developing student's employability and key skills
- Promoting personal and social development
- Promoting better understanding of vocational subjects
- Assisting development of personal and social skills required in the workplace, such as working a part of a team, recognizing and controlling risks, health & safety considerations and adjusting to a culture outside school.
- Helping to motivate students by enabling them to see aspects of the curriculum as having relevance for their career interests
- Assisting students in choosing a future occupation and understanding changes in the world of work
- Assisting to erase stereotyping and promote equal opportunities
- Giving students an understanding of the rewards and strains of employment
- Giving confidence to aid students in the step from school to work

## Principles

Students may choose their type of placement, however discouragement is given to placements where the employer is a relative, or where the student already has a part time job, as the aim is to broaden vocational awareness.

No placement is used unless it has first been vetted by the County Work Experience Unit and passed as "suitable".

## The Process

- 1) Year 10 students are given a Preparation Booklet. This explains what Work Experience means, how to choose a placement and provides an Application form for each student to complete listing 3 placements in order of preference.
- 2) Letters of Application are practised. Some employers wish to interview, and student's research and plan for this with guidance from teaching staff.



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- 3) The Work Experience Co-ordinator then begins placing students with employers, considering their preferences and interests and her knowledge of the requirements of the employers. Often the 2 weeks are split between different employers.
- 4) The placement is confirmed by the Work Experience Co-ordinator and the student
- 5) Students prepare for Work Experience during form time and on special focus days, particularly considering Health & Safety considerations.
- 6) Each student receives an Information Manual which contains information on:
  - the agreement between the employer and the school,
  - what is expected of the student, in terms of dress, manners and behaviour,
  - what is expected of the employer, particularly the risk assessments required for people under age 18,
  - what to do in the event of a problem, sickness, or an accident
  - a diary to keep during the 2 weeks which acts as a checklist
  - making travel plans
- 7) Students are briefed by the Work Experience Co-ordinator, Form Tutors, and receive an assembly from the headteacher to prepare them for their placement.
- 8) The students go on the Work Experience placements.
- 9) Students are given a booklet "Making the Most of My Work Experience" (red booklet) which they complete as they work through the 2 weeks. This covers awareness of Health & Safety procedures and training, supervision, activities and reflections. The student reviews what he/she has done, records his/her feelings and evaluates what he/she has learnt.
- 10) A teacher visits each student weekly to make sure there are no problems.
- 11) On return, each student has a de-briefing session with his/her form tutor.
- 12) Employers are asked to complete reports on their student. Certificates are awarded for the best. The reports are kept to use as reference in the future, and forms part of the student's National Record of Achievement when they leave school.
- 13) The student's Employer's Reports and Diaries are read and the best ones are awarded vouchers.

## Health & Safety Issues

The safety of students on Work Experience is of paramount importance. This is ensured in the following ways:

- Employers must advise the Work Experience Co-ordinator of any particular Health & Safety rules applying to their establishment, for example protective clothing. These issues are then addressed prior to the placement.
- Employers sign an agreement confirming they have Public & Employers Liability Insurance and Business Use motor insurance if the student is to travel in a vehicle.
- Employers must exercise a duty of care to the student under the "Health & Safety (Training for Employment) Regulations (1990).
- Employers complete a risk assessment summarising significant risks and control measures under the "Health & Safety (Young Persons) Regulations (1997). This requires written confirmation that "the student will not be placed in an environment where there is the likelihood of serious risk to his/her health and safety".
- Health & Safety in relation to Work Experience is taught in Careers and PSHE lessons. Students are taught to obey safety rules and report any thing which appears dangerous to their employer.



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- Employers must give health & safety instruction on the first day of the placement. Students record this in their red booklets (Diaries).
- Students record their Health & Safety training in their Diary.
- Students are given the LSC booklet "Be Safe!" for guidance.
- Consideration is given to child protection issues when arranging placements.

## **The role of the LA**

All work experience placements are approved by the LA, in line with the Health & Safety Executive guidelines. The Work Experience Unit is responsible for:

- Advising schools on changes and DCSF advice affecting work experience
- Providing training for school Work Experience Co-ordinators and assessors
- Maintaining a team of work placement assessors to carry out suitability checks on current and potential placements
- Providing advice to schools (see LA Policy & Guidelines document)
- Contacting agencies regarding vetting for placements in a county other than Suffolk.

## **The role of Parents**

Parental involvement is essential, and parental approval for the placement is obtained in writing. Parents can support their children; help generate placements from amongst their friends, colleagues and family, and assist with travel costs.

## **Financial Issues**

The school is not obliged to meet transport costs incurred by students on work experience, or meet the cost of protective clothing, although in certain circumstances consideration will be given to this. The employer is not expected to pay the student, but may wish to consider covering his/her expenses.

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