



## **Toot Hill School and Sixth Form College**

### **Work Experience Policy**

**September 2021**

Title of Policy	Work Experience
Date of adoption of policy	September 2021
Originator	Fiona Farmer
Date of Review	September 2022
Additional Information	Throughout this policy Parents refers to Parents/carers

## Introduction

In line with the Education Act 1996, we believe in providing students with learning opportunities which aim to equip them for adult life. The school strives to introduce students to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their school life. Work experience is an integral part of our Key Stage 4/5 programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum. The programme allows a tailored approach to students' learning needs. The programme includes target setting and action planning as the norm and allows teachers to individualise the programme according to ability. This approach ensures that students are able to link the skills they learn at school to the requirements of the employer.

## The Context for the programme

In developing the programme, we have taken the following documents into consideration:

- Section 351 of the 1996 Education Act requires schools to provide a balanced and broadly-based curriculum, which **prepares pupils for the opportunities, responsibilities and experience of adult life.**
- DCSF Work Related Learning Guide
- Work Related Learning and the Law, DfES 2004
- 14 to 19 Opportunity and Excellence
- Changes to KS4 Curriculum
- School Development Plan
- Service Level Agreement ([Safety Measures Ltd.](#))

## The Aims of the Programme

Work experience placements are regarded as a means of achieving learning outcomes. There are five main curriculum areas to which the work experience programme is linked. These are:

- Employability and Key Transferable Skills
  - Careers Education and Guidance
  - Vocational Courses
  - Personal and Social Education
  - National Curriculum and other subjects
1. **Employability and Key Skills** – insights into transferable skills and attitudes required by particular sectors and employers and an opportunity to develop, practice and demonstrate key skills in a work setting, in particular recognising hazards, assessing and controlling risks, working with others, ICT skills and improving own learning and performance.
  2. **Careers Education and Guidance** – a better understanding of changes in the world of work and the implications these have for their own careers.
  3. **Vocational Courses** – a better understanding of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.
  4. **Personal and social education** – development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

**5. National curriculum and other subjects** – opportunities for students to enhance their understanding of the national Curriculum, develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment and moral and social education.

### Student Entitlement – Year 10 and 12

Our students are entitled to receive:

- Five days of work experience appropriate to their learning needs
- A learning programme designed to prepare them for the placement
- Guidance to support their choice of placement.
- An opportunity to set individual learning targets for their placement.
- **Both students and parents have a right to expect that all precautions will be taken to ensure that individual's health and safety will be paramount during all stages of the work experience placement.**

\* Parents should be aware that the school will not accept any applications for holiday leave during the school's designated work experience weeks.

### Programme Outline

A five-day work experience activity will take place in July and involves all Year 10 and Year 12 students.

Year 12 students – 11-15 July 2022

Year 10 – 18-22 July 2022

### Programme Delivery

September	Work experience programme launched in Year 10 Active Tutoring
September onwards	Tutors/Mentors prepare students and guide them in making choices.
September - May	Students decide where to go using contacts and parental help. They also contact employers from the <a href="#">Safety Measures Ltd.</a> database via the school Careers Leader/Assistants. This ensures that employers receive an appropriate number of requests.
September - May	Students contact employers by letter, email, visit or phone call.
	Once they have secured a placement, the employer receives a formal letter from the school confirming details.
September - May	A job description and risk assessment is printed from the database and sent to parents with a consent form and a medical declaration to be returned.
March - May	Focus on students who have not found a placement.
May	Health and safety requests for Out of County placements must be in three months ahead of the placement.
July	Students to go on one week placement and are visited or contacted by school staff.
	Preparation for work experience during Active Tutoring.
July-September	Employers receive thank you letters from students. Students reflect on their experience, update Unifrog with newly developed transferable skills and update their CV.

## Preparation Programme

Work experience is launched to students during their Active Tutoring time in September. Continuous mentoring and coaching takes place weekly by the tutors/mentors and students are able to drop into the Careers Office at lunchtime/breaktime. Final preparation takes place during active tutoring in June/July.

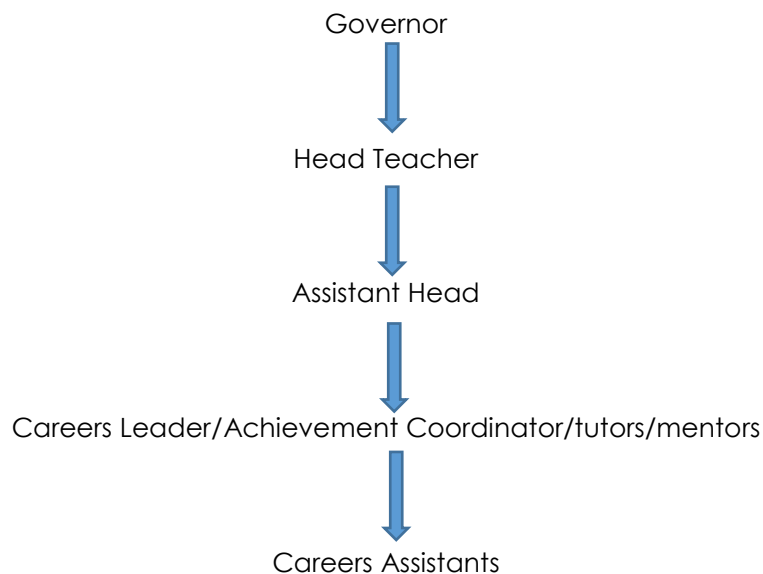
## Debriefing Programme

In September the debriefing during active tutoring will encourage students to reflect on their experience and think about the differences between school and work. Students should also write a thank you letter to their employer at this time. Students can use their work experience provider as their second reference on any future applications for Post 16 places.

## Equal Opportunity for all students

All students are given an equal opportunity to access the preparation before and debriefing after Work Experience. All students are given an equal opportunity to access placements. Every student is entitled to one week of work experience. Work experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to try activities, which would not normally lie within their scope of interest.

## Roles and Responsibilities



Our governors have responsibility for ensuring that we meet our requirements under the law for maintaining health and safety and curriculum requirements.

Our Head Teacher is responsible for ensuring adequate resources are available.

The Careers Leader in conjunction with the Achievement Coordinator/mentor is responsible for ensuring the programme is developed and delivered in an integrated way across the entire curriculum. She/He is also responsible for all aspects of programme delivery including developing the learning programme, ensuring health and safety and policy production.

The Careers Assistants are responsible for all communications with parents and employers and for maintaining records of student placements and ensuring health and safety and policy production.

### **Cross references**

This policy has taken into consideration and has links with the following:

- Teaching and learning policy
- Equal opportunities policy
- Staff development policy
- Health and Safety policy
- Careers Education and Guidance policy
- Personal, Social and Health Education Policy
- Citizen ship policy
- Enterprise policy
- Careers Programme
- Assessment, recording and reporting policy
- Student support, guidance and welfare
- Departmental policies and schemes of work
- Special Needs policy
- Pupil Premium Policy
- Service Level Agreement with [Safety Measures Ltd.](#)

### **Health and Safety**

All students **must** be placed in work experience placements, which have been health and safety checked by [Safety Measures Ltd.](#) This will ensure that the safety of students is maintained whilst they are on Work Experience. [Safety Measures Ltd.](#) will ensure that the employers concerned have Employers Liability Insurance and robust systems in place for ensuring that the safety of learners is ensured.

No student will be allowed to go on a work experience placement unless it has been health and safety approved in advance by [Safety Measures Ltd.](#) Any placement organised by a parent and taking place with an employer which does not go through the school's procedures for gaining health and safety approval will be deemed by the school and the LEA to be unauthorised absence.

Health and safety issues are covered in the taught programme which all students receive.

### **Links to student guidance and development**

Work experience is an integral part Careers provision delivered by Toot Hill School and Sixth Form. It is the culmination of five/seven years of CEG. In Year 11 students are encouraged to use what they have learnt in previous years to inform their planning for their transition to Post 16. Year 12 use their learnings to make an informed decision in respect of their Post 18 destination.

### **Assessment, recording and reporting**

The student work experience diary is used to set and review individual learning targets. This process contributes to the overall individual learning planning process in the school. Students

work experience is recorded on Unifrog and students update their transferable skills and CV on the career's platform.

### **Links to subject departments in order to enhance student's knowledge and skills**

Correct completion of the Work Experience diary is a requirement for all students. Students should store their Work Experience diaries in a safe place/scan place in their Unifrog locker.

### **Arrangements for assessment, recording and reporting**

Work Experience is reported on as part of the student's progress reports under Careers. Students self-assess their Work Experience. The employer's evaluation of the student performance is also used to assess performance. Evidence of Work Experience will also form part of their progress file on Unifrog/Compass+.

### **Evaluation**

All students are visited / contacted by school staff whilst they are on placement. Staff are required to provide informal feedback and evaluation after the visit / contact and complete a report in cases of excellent student work or to outline any causes of concern.

This feedback including employer feedback is reviewed at the end of the summer term for Year 12 and in the Autumn term for Year 11 when they return to School. Any gaps in the programme which have been identified as a result of the evaluation are considered in the planning of the programme for the following year.

### **Policy Processes**

This policy will be reviewed annually in the Autumn term. This review will involve the Assistant Head Teacher, Careers Leader and Careers Assistants.

**Chair of Governors Signature:**



**Sarah Szulceswski**

**Head Teacher Signature:**

**Dr Chris Eardley**

