

# GORDON'S SCHOOL

## POLICY

### **WORK EXPERIENCE POLICY**

The core principle that guides everything we do is **Putting Students First**.

#### **1. Introduction**

Work Experience forms part of Work Related Learning and is part of the learning entitlement for all pupils. This process engages pupils in learning about work; through work and for work. At Gordon's School Work Related Learning has an important contribution to make to the education of all pupils in order for them to make an effective transition from school to adulthood and to employment.

Work Experience may be defined as: 'a placement on employers' premises in which a learner carries out a particular task or duty or range of tasks or duties, more or less as would an employee but with the emphasis on the learning aspects of the experience.'

#### **2. Aims**

At Gordon's School the process of Work Experience is part of careers education and personal development. It aims to give pupils the opportunities to:

- gain an insight into a career or chosen occupation and to experience day to day aspects of employment
- learn beyond the confines of the organised curriculum
- understand their own strengths and areas for development
- build confidence and independence
- connect their learning with working lives
- work as part of a team
- develop skills of self evaluation
- demonstrate organisational skills
- understand the importance of matters relating to Health and Safety

#### **3. Organisation**

The Careers Administrator is responsible for:

- helping pupils to find and assessing the suitability of placements
- checking that Health and Safety / DBS requirements are met by employers and that risk assessments are in place
- preparing pupils in terms of planning for Work Experience and guiding them in terms of completing their Work Experience booklet
- guiding pupils in the preparation of letters of application and CVs
- overseeing the administration of Work Experience documentation
- informing parents of all matters related to Work Experience
- alerting employers to matters relating to pupils' special needs and/or medical information
- communicating with pupils both prior and during Work Experience and ensuring that Emergency Contact numbers are available
- de-briefing pupils after Work Experience and guiding pupils in respect of letters of thanks
- monitoring and evaluating the Work Experience placements
- arranging the Work Experience Information Evening for pupils and parents
- ensuring that systems are in place to investigate accidents and to record complaints

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#### **4. Responsibility of Pupils**

All pupils are well prepared before they embark on Work Experience and they understand that they have a responsibility to:

- behave at all times in a way that reflects the school's Code of Conduct and Expectations
- follow directives and guidelines given by the employer
- maintain an interest in the work provided and strive to learn from successful employees
- act in accordance with Health and Safety requirements
- have a good attendance record and to notify the employer and school if they are unable to attend
- have good punctuality
- dress appropriately for the job and to promote health and safety
- alert school immediately if they encounter any problems that they feel they are unable to deal with
- complete their Work Experience booklet to a good standard
- write to thank the employer after the Work Experience

#### **5. Organisation**

In the Autumn Term of Year 10 and Year 12, pupils and parents are invited to attend a Work Experience Information Evening where the Careers Lead explains the process of Work Experience applications.

Throughout the term pupils are then prepared for their Work Experience placement by engaging in lessons aimed to enable them to choose an appropriate placement; write letters of application and prepare a CV. They also learn about matters of Health and Safety, Equal Opportunities and expectations in the Work Place.

Parental permission is sought before the Work Experience placement has been offered. A permission letter must be returned to school together with any medical information or information relating to special learning needs. All special needs and medical information is passed by the school to the employer as appropriate.

The Work Experience Placement lasts for three days during the summer term. Pupils keep a record of their activities whilst on Work Experience which they hand in on their return to school.

Once the de-brief has happened and pupils and employers have had the opportunity to reflect on the success of the Work Experience, the Careers Administrator will update their records and placement list.

#### **6. Monitoring and Evaluating Work Experience**

This is done in a number of ways:

- interviews with pupils and employers
- evaluations in the pupil booklet
- review of policy and Work Experience.

#### **7. Safeguarding**

Employers are asked when preparing a programme of Work Experience for a young person to take responsibility for their social and physical welfare. (DCSF Guidance on the Employment of Children) August 2009. Employers must ensure that their employees' relationships with young people are appropriate to age and gender. Attitude, behaviour and language all require careful thought. In terms of Health and Safety, pupils are placed in a safe and healthy environment by:

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- ensuring that they have been made aware of hazards of the job and the controls required to minimise the risks to acceptable levels
- ensuring compliance with Health and Safety legislation specific to young persons
- ensuring that the pupil is suited to the placement
- ensuring that risk has been assessed by the employer and that a preliminary visit has been carried out in higher risk placements

#### **8. Equal Opportunities**

Gordon's School ensures that pupils with a disability are appropriately placed and that they have the same opportunities as their peers. This may involve close liaison with Learning Support and the creation of a pre-work experience programme that is appropriately differentiated.

#### **9. Link with other Policies:**

Safeguarding  
Health and Safety  
Curriculum  
Pastoral  
Equal Opportunities  
SEN

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