



Work Experience Policy

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AUTHOR	SLT
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Introduction

Work experience is an integral part of our students' entitlement to Careers Education, Information, Advice and Guidance and supports Gatsby Benchmark 6 'Experiences of the Workplace' which states:

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

<https://www.goodcareerguidance.org.uk/the-benchmarks>

Work experience gives young people vital insights into the world of work and can help young people make decisions about their future and develop new and existing skills. Work experience can be linked to five curriculum areas:

- Developing students' employability and key skills.
- Careers education and guidance.
- Personal and social education.
- Character education.

Aims and Objectives:

The aim is for all students in Year 10 to have an opportunity to take part in one week of work experience to allow them to see first hand the world of work and experience the day-to-day aspects of employment. It also offers many benefits and learning opportunities.

- Develop students' employability skills
- Enhance students' knowledge of and prepare them for the world of work
- Provide an insight into the skills, qualities and attitudes required by employers.
- Provide opportunities for personal and social development – including self-confidence, time management, personal organisation, team working, resilience.
- Support the School's Careers Education Advice and Guidance and Character Education provision
- Enable students to make cross curricular links
- Provide students with an opportunity for self-evaluation

Provision

The opportunity to participate in a one-week work experience placement is offered to all Year 10 students in the summer term. KS5 students access workplace visits through their subject courses.

Responsibilities

Park High School always has the prime 'duty of care' for all students – including times when students are involved in Work Experience or other off-site work-related learning. Before a student can go out on work experience it is the school's responsibility to ensure all required forms are completed, signed and returned. The work experience programme is co-ordinated by the appointed member of staff who is responsible to the Deputy Headteacher.

Safety considerations

The HSE guidance for work experience and placements is invaluable and should be shared with staff and placement providers. It can be found at <https://www.hse.gov.uk/youngpeople/workexperience/>

Delivery

Work Experience is introduced early in the Autumn term in Year 10 through Tutor time, assemblies and PSHCEe sessions to prepare students to find a placement. All students are encouraged to source their own placement. All placements need to provide evidence of an organised programme, supervision and that there are relevant Health & Safety procedures in place.

Park High's preparation programme includes:

- Looking at the benefits of work experience.
- Thinking carefully about placement choice.
- Finding the placement.
- Applying for the placement.
- CV and Cover letters.
- Ensuring that all required paperwork is completed.
- Learning about Health and Safety.
- Planning your route.
- Post work experience – evaluating what has been learned.

Monitoring

Students are provided with a copy of their original paperwork which provides the contact details of their supervisor, working hours and job description.

Students are either visited or telephoned whilst on their placement by a member of school staff.

All students are provided with a work experience diary to record all aspects of their experience during their placement. These must be signed and completed by all students, parents/carers and employers.

Students must advise the employers and school should they be unable to attend for any reason to enable all attendance to be accurately recorded. Employers are asked to contact the school as soon as possible should a student not attend for any reason.

Review and Evaluation

All students take part in a work experience debrief which is delivered during tutor time and PSHCEe.

This includes:

- Evaluating the experience – to know what has been gained from work experience through evaluating the experience.
- Work experience diaries – to know what skills have been developed through completing the diary and reflecting on skills learnt.
- Work experience – key skills – to understand and know what skills have been developed through comparing key skills at the start and end of the programme and to record in Unifrog.
- Letter of thanks – to understand how to correspond with an employer through writing a letter of thanks.

The programme is reviewed annually.