

## **WORK EXPERIENCE POLICY**

Work Experience is an opportunity for students to have experience, within college time, of the world of work for one week, during which time a student carries out a particular job or range of jobs more or less as would regular employees, although emphasis is on the educational aspects of work experience. It takes place in Term 3 for Year 10 students.

### **a. Aims and Objectives of Work Experience**

- To develop personal and social skills
- To realise their strengths and weaknesses
- To develop self awareness
- To understand a working environment
- To apply, or to learn about the application of skills and knowledge learned in college (links between college and work)
- To develop economic awareness and enterprise skills
- To compare career ideas with actual experience
- To understand some rights, responsibilities, obligations associated with work
- To ease the transition from college to work when students leave college
- To understand working in a team
- To recognise and understand the importance of health and safety at work

### **b. Entitlement**

- Students will be prepared for Work Experience
- Planning and preparation begin in Term 6 of Year 9
- They will express their choice of placement
- Students will be prepared in Social Studies lessons
- Co-ordinator works with the Boston cluster to gain placements and work with the County's guidelines
- Students will be prepared using the Cluster Work Book
- Work Experience Co-ordinator will ensure that all students are prepared.

### **c. Placement Selection and Induction**

- Co-ordinator collates students choice with placements offered
- Students' choice of placement taken from questionnaire
- Students are consulted after Co-ordinator has placed them and adjustments may be made to suit student
- Students unhappy about their placement will not achieve, the employer will not benefit either and a quality placement may be lost for future years.
- Employers are encouraged to interview the student prior to the one week placement
- Work Experience Co-ordinator ensures all students are informed of contact name, telephone number within work place, starting times, uniform etc.

- Co-ordinator records interview dates/times. Students record details in work book.
- If an employer does not offer an interview, the Co-ordinator will contact employer and finalise details and relay these to the students.

**d. Placement Experience**

- Quality placements are placements that offer a varied, planned and structured one week programme.
- Inappropriate placements are avoided at all costs.
- Initially Work Experience Co-ordinator contacts placements and then College Co-ordinator nearer the placement dates.
- Cluster Co-ordinator and College Co-ordinator brief placement providers.
- Students will be supervised by teaching staff and Careers Service whilst on their placement.
- A supervisor will make one visit to the student - more if they feel the need.
- The contact person will be the person contacted initially unless the college is informed of any other name.
- The supervisor will see the person(s) directly involved with the student in their placement and perhaps a manager/director or supervisor.
- The visit will involve finding out how the student is getting on - are both employer and student happy? Any cause for concern? Any problems, getting on with colleagues, involvement in teamwork, ability to use initiative, co-operative, reliable, punctual, attendance.
- Records will be kept of visits which will generate a report.
- If the placement is unsatisfactory for the provider the student may be removed and another placement found quickly. If the student is 'sacked' they will return to college and work within college on coursework.
- If the student is unhappy and there isn't a solution within the placement, then another placement may be found quickly.
- Parents are aware of the procedures.
- Staff are aware of the procedures.
- The placement provider will have the Co-ordinator's name and telephone number for contact if necessary.
- The contact person will be the Work Experience Co-ordinator.
- If a student needs to seek advice whilst on a placement they should ask their supervising teacher or contact the Co-ordinator.

**e. Debriefing and follow-up activities**

Debriefing is for students to discuss and decide upon the value of their experience, stressing positive points. Students will be encouraged to talk about their placements.

**Aims and Objectives**

- To talk freely about experiences thus encouraging self-confidence and self awareness.
- To share experiences with their peers.

- For staff to pick up any points which may give cause for concern for future placements.
- For students to appreciate the difference between college and work.
- The debrief will take place directly after Work Experience.
- Record books and reports will be kept.
- Work experience will link in with the college's system of Study and Support.

**f. Implementation of Policy**

Work Experience Co-ordinator will implement the Policy with the support of all teaching staff. All students, placements, contact names etc will be placed centrally in staff room to enable staff to make monitoring and supervisory appointments. Any problems will be reported to the Co-ordinator.

**g. Roles and Responsibilities**

**The Work Experience Co-ordinator**

- will oversee and co-ordinate all phases of the programme
- planning and organisation including any legal issues.
- ensure students are prepared and briefed prior to Work Experience.
- placement preparation and briefing
- co-ordination of on-site monitoring
- staff development for those involved in programme
- evaluate and revise programme.
- liaise with parents.
- implement Equal Opportunities Policy

**The Tutor**

- take part in regular work experience team meetings.
- prepare students for placement choice.
- participate in assessment process with students.
- participate in debriefing and follow-up activities.
- contribute to the process of evaluation and revision of programme.

**The Careers Teacher**

- participate in work experience team meetings.
- assist in identification and approval of appropriate placement provider.
- contribute to process of evaluation.

**Parents will be**

- informed by letter about work experience and insurance.
- encourage parents to fill in appropriate section in student record book.
- support their child's work experience.
- inform parents by way of a report after work experience period.

**Students**

- may negotiate a change of placement choice if their reason is justified satisfactorily.
- give a two minute talk on work experience on their return to college.
- will write a letter of thanks to their employer to be posted or hand delivered.
- will discuss their report with their provider in their record book.
- will write a comment upon their return in their work book.

### **Equal Opportunities**

Equal opportunities are offered to all students, consistent with the college's Equal opportunities Policy. Issues arising from a student's experiences will be dealt with.

#### **h. Assessment and Recording**

- students will be assessed for personal skills and qualities
- vocational skills will be assessed.
- subject/coursework assignments.

#### **Who is to be involved in the assessment?**

- student
- provider
- monitoring teacher
- careers teacher
- parents

Records are retained and also used in student's Progress File.

#### **i. Evaluation**

- Work Experience programme is evaluated against stated aims and objectives by the Cluster Colleges and we strive to continually improve the programme annually.
- Students, staff, providers, careers officer and parents' comments are all considered.
- Placement quality is reviewed annually.

#### **j. Resourcing**

The programme is resourced as follows:

- time - free periods only
- travel - staff's own transport - expenses may be claimed
- staff - all staff are invited to be involved in monitoring but it is not compulsory.

Health and Safety checks are carried out by the person appointed and financed through the local cluster.