

Kirkby College **Work Experience Policy 2021 - 2022**

Introduction

Kirkby College recognises that all young people should experience some work-related learning at some time during Key Stage 4 and 5.

Definition

The Department for Education states that the common principles of a high quality work experience placement are that it:

- *Is purposeful, substantial, offers challenge and is relevant to the young person's study programme and career aspirations.*
- *Is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs.*
- *Has a structured plan for the duration of the work placement which provides tangible outcomes for the student and employer.*
- *Focuses on the skills required for that occupational sector.*
- *Has clear roles, responsibilities and expectations for the student and employer.*
- *Is followed by some form of reference or feedback from the employer based on the young person's performance.*

Commitment

Kirkby College is committed to providing the opportunity for both KS4 and KS5 students to undertake work experience as part of the CEIAG Programme. This should allow all students to develop a greater knowledge and understanding of the world of work and develop their skills for employability.

Kirkby College endeavours to follow Work Related Learning Guidelines and other relevant guidance from The Health and Safety Executive, the Department for Education and Ofsted.

Links with other School Policies

This policy is consistent with established development plans and negotiated agreements with Futures. It supports and enhances Kirkby College's Careers Education, Information, Advice and Guidance (CEIAG) policy.

Safeguarding Young People

This policy ensures that the Health and Safety at Work Act is upheld, ensuring that as far as is reasonably practical, students are not exposed to risks to their health and safety.

The selection, safety and suitability of work experience placements are secured via the use of the Futures website: <http://notts.work-experience.co.uk>. To this end the school informs Futures of the placements requested by Kirkby College students so

that they may be checked prior to placement. The Management of Health and Safety at Work Regulations, 1999, require employers to complete a risk assessment specific to young people before they are employed.

Students are issued with a Work Experience Placement Journal prior to the work experience placement. This includes information on health and safety in the workplace. They are expected to take this journal with them and take note of the company's health and safety practices and procedures when they arrive on the first day at their placement, e.g. Fire evacuation procedures.

The journal contains school and family emergency contact numbers for the employer's information in the event of a situation requiring contact with family/school.

All placements will be contacted during the experience to monitor students' progress. This provides an opportunity for the student or employer to raise any relevant issues. Students are advised to contact school if they have any concerns.

Development

This policy is reviewed annually through the Governors Strategic Development Committee and other external partners such as Futures where appropriate.

Aims

The Work Experience programme at Kirkby College aims to help students to:

- Experience and understand the world of work.
- Raise Students' aspirations and improve motivation to do well in school.
- Understand the local labour market and become familiar with employer expectations.
- Appreciate the relevance of the school curriculum and links to the world of work.
- Transfer and further develop skills learnt at school.
- Gain an insight into the skills and attributes required by employers.
- Understand how an employing organisation functions.
- Become aware of equal opportunity matters in employment.
- Raise awareness of the importance of Health and Safety at Work.
- Develop skills and knowledge for adult life, in self-reliance, flexibility and working with others.

Learning Outcomes

Pre-placement the student will:

- Use the pre-placement journal to learn about work-related learning skills
- Identify what they hope to learn from/get out of work experience, based on their own strengths and needs through self-assessment
- Explore a range of work experience options and select an area of interest
- Identify the skills he/she may need at their placement
- Health and Safety awareness

- Make contact with the employer and find out the specific requirements of the placements, making themselves aware of expectations e.g. dress code, start/finish times, whom to report to.
- Make personal arrangements prior to placement

Whilst on placement the student will:

- Work with others conducting a variety of tasks, applying and consolidating skills already learnt
- List the jobs they have undertaken
- Identify new skills learnt
- Identify the areas of work he/she has enjoyed/not enjoyed, giving reasons
- Describe his/her working conditions
- Find out about the entry requirements [training and personal qualities] for employment in the specific workplace
- Complete the tasks as required in the placement journal

Post placement the student will:

- Recognise whether they have met their personal objectives
- Complete the post-placement portfolio to reflect on and evaluate their experience
- Make an assessment of themselves within the work place
- Evaluate their experience
- Have a heightened awareness of him/herself and the world of work
- Identify any personal changes needed in his/her future action plan
- Write a thank you to the employer

Students' Needs

Students' with individual/special needs in relation to work experience will be identified in partnership with the SENDCo, Learning Support Assistants, Tutor, Phase Leaders, Leader of Alternative Provision (KEEP) and Attendance Officer.

Entitlement

All students' are entitled to Work Experience in KS4 and KS5 as part of their co-ordinated Careers Education, Information, Advice and Guidance Programme at Kirkby College.

Monitoring Review & Evaluation

The Work Experience programme is evaluated with key staff including the PSCHE Lead Teacher, Post 16 vocational staff, tutors, Heads of House and the KS4 and KS5 students. The results of evaluation are used to inform, review, and develop the work experience programme. The results of evaluation are communicated to key staff through Faculty, School Improvement meetings and Heads of House Meetings, where appropriate.

The overall Work Experience programme is evaluated annually by the Work Related Learning and Enterprise Co-ordinator using the following methods:

- The number of KS4 and KS5 students attending placement
- Feedback from the student work experience journal
- Student placement visit/telephone call by a member of staff
- Employer feedback forms
- PSCHE student debrief session/discussion
- Feedback/comments from parents/carers
- Feedback from key staff; PSCHE Lead, Tutors, SENDCo, Phase Leaders, Leader of Alternative Provision (KEEP).

Equality of Opportunity

The programme promotes equality of opportunity and inclusion by providing all students with appropriate opportunities and helps to address issues of stereotyping which may influence students' choice of employment.

Implementation

Management

Miss Daley co-ordinates the Work Experience Programme and is responsible to the Careers Leader, Mr Hayden (Assistant Head Teacher) and Careers Link Governor. The programme is planned and implemented by Mrs Halliday and is included on the school calendar each year.

The planning of **Year 10 Work Experience Week** is set out below:

September	Work Experience Week dates included on the School Calendar.
September	Work Experience Launch Morning with all year 10 students (all students off timetable. Letter home to parents/carers informing them of Work Experience Week.
September	Work with tutors, Heads of House, SENCO, Learning Support Assistants, Attendance Officer and Leader of Alternative Provision (KEEP) to identify students that need extra help and support finding a placement.
October - December	Work Experience Placement reminder to students during assembly. Reminders to relevant staff and tutors at intervals on how process is going and what specific support they can give e.g. motivating/assisting students.
January - April	Work with tutors to identify which students have found placements and those still outstanding. Work experience help sessions during tutor time, break and lunch times for students that are struggling to find a placement and those that still need help with CV, letters of application, ringing placements Reminders in assemblies about deadlines and support available if needed. Letter/telephone call home to parents where needed to ascertain why student has not got a placement secured. Reminders to relevant staff and tutors at intervals on how process is going and what specific support they can give e.g. motivating/assisting students.

May	<p>All placement information submitted to Futures for Health & Safety checks to be undertaken.</p> <p>Confirmation letters including Job Descriptions and Risk Assessments posted out to parents/carers confirming student's placement.</p> <p>Work experience preparation lessons delivered in PSCHE and Work Experience Placement Journal given out to students for completion pre, during and post placement.</p>
June	<p>Work Experience reminder assembly e.g. confirming placement is secure, obtaining details such as start time, dress code lunch arrangements etc.</p>
June – July	<p>List of all students and their placements posted in staff room.</p> <p>Staff asked at staff briefings and e-mail to assist with monitoring of placements by visiting or contacting employer and student to see how the placement is going.</p> <p>Staff complete a 'Student Feedback Form' for every student/ placement they visit/contact.</p> <p>Thank you letter posted out to all placement providers including an 'Employer Feedback Form'.</p> <p>Student evaluation during PSCHE lesson and students write a 'Thank You' letter to their placement.</p> <p>Students can have a copy of the Employers Evaluation Sheet if they wish.</p>
September	<p>From completed feedback forms from staff and the placement evaluations, students are chosen to be put forward for the 'Work Experience' Award at the Achievements Presentation evening in December.</p> <p>Outstanding students are also recognised at the Whole School Assembly.</p>

The planning of **Post 16 Extended Work Experience (16-19 Study Programmes)** is set out below:

September	<p>Students briefed by vocational teacher about extended work experience placement.</p> <p>Students signposted to Work Related Enterprise and Education Co-ordinator for extra support including; placement research, contacting placements and work experience forms.</p> <p>Letter home to parents/carers informing them extended work experience.</p>
Ongoing from September	<p>Reminders in vocational lessons about deadlines and support available if needed.</p> <p>Health and Safety checks undertaken by Futures.</p> <p>Confirmation letters including Job Descriptions and Risk Assessments posted out to parents/carers confirming students placement</p> <p>Students attend placement</p> <p>Vocational teacher regularly monitors students while out on placements via visit and/or telephone.</p>

June/July	Students debrief session with vocational teacher.
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Staffing

The Work Experience programme is planned by the Work Related Enterprise and Education Co-ordinator and implemented with the support of the PSCE Lead Teacher, tutors and Vocational staff.

Partnerships

Partnership Agreements are negotiated between the school and Futures, which identifies the contributions that each will make to the programme.

We work with parents and carers informing them of the work experience programme, dates and relevant information such as role descriptions and risk assessments.

We work with placement providers through Futures providing information about how they contribute to the programme.

Sign by: Head Teacher:.....

Chair of Governors:.....

Date:.....

Date of next review:...November 2022.....