

THE FRIARY SCHOOL
WORK EXPERIENCE POLICY

Issue No 1
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This policy is designed to support all the school's aims and objectives, especially 4.4, 4.5, 4.10 and 4.20.

1. Aims and Objectives

- (i) Work Experience is an opportunity for young people to gain an insight into the world of work and to help prepare them for the responsibilities and opportunities of adult life.
- (ii) The placement should offer experiences in which pupils carry out a range of tasks/duties more or less as would regular employees, but with emphasis on the learning aspects of the experience.
- (iii) Each placement should aim to meet the development needs of the individual pupils within the context of the school's careers education and guidance programme and recording of achievement/action planning progress.

2. Work Experience Policy for the School

- (i) Work Experience takes place at the end of the Summer Term for Year 10 students:
 - All students take part.
 - The duration of Work Experience is between 5-10 school days.
 - Students may find their own placements or apply for one of those available through the school.
 - The school's Equal Opportunities policy applies so that all students gain, or are assisted in gaining, the most appropriate placements.
- (ii) Staff involvement:
 - The WRL Co-ordinator, Guidance and Support staff, Head of Year and form tutors are involved in the preparation, visits and follow-up to work experience.
 - Work Experience staff are, wherever possible, given the option of working with particular students, particular employers, or in a particular area.
 - During Work Experience as many pupils as is practicable will receive one staff visit.
- (iii) Parental Involvement:
 - Parents will be notified of the timing, aims and other details of Work Experience during the Spring Term.

- Parents may consult with the WRL Co-ordinator if they wish to discuss their son's/daughter's placement.
 - Parents must sign a consent form acknowledging their son's/daughter's placement.
 - Parents are encouraged to be involved in helping to find or select a suitable placement for their son/daughter.
- (iv) Benefits to students of Work Experience:
- To learn from experience about the world of work beyond school.
 - The acquisition and development of key skills and abilities, and new skills, particularly relevant to the world of work.
 - To show the relevance of school based learning to employment.
 - To give the further opportunity to be treated as a responsible adult in an adult environment.
 - To allow the further development of personal qualities such as confidence, co-operation, communication, initiative, discretion and decision-making.
 - To give the opportunity to work as part of a new, different team, and to take further responsibility.
 - To give the opportunity to succeed and excel, for students across the range of academic abilities.
 - To allow the development of a more positive self-image, maturity and greater motivation on return to school.
 - To provide an informed focus for future planning.
- (v) Benefits to staff of being involved in Work Experience.
- To see students in different roles and environments, and to relate to them directly and personally in response to this learning opportunity.
 - To extend the opportunity of links with the local business and employment community.
 - To provide the opportunity of an improved relationship with the student, and to see and share the student's ability to succeed in a new environment.
 - The increase in motivation, maturity, confidence and self-esteem of student.

3. Health and Safety and Insurance Requirements

- All employers listed on The Staffordshire Partnership database will have the necessary cover.
- New companies must have completed the appropriate insurance and health and safety forms and received a visit from the Health and Safety Assessor prior to the pupil's placement.
- Pre-placement visits can be made during previous Work Experience sessions.

4. The Work Experience Programme

- (i) Methods of obtaining and vetting placements:
 - Using The Staffordshire Partnership data-base.
 - Employers who have provided a worthwhile and secure placement are requested to offer placements in the next session.
- (ii) Matching process/student pre-placement meeting with employer:
 - Students complete request forms submitted to Head of Careers via tutors.
 - Once the placement is confirmed, students receive an information sheet from which details to be transferred to diaries issued during Summer Term.
 - Students may organise pre-placement visits with employers.
- (iii) Explanation to students of the requirements of Work Experience programme:
 - Students told of requirements of the Work Experience programme in “launch” assembly.
 - Letters, information sheets and request forms sent home.
 - Pupils to complete a Work Experience application form.
 - Parents to complete consent form.
- (iv) Support for pupil prior, during and after placement:
 - Pupils receive diary to be completed during tutorial time and the placement with help and support from tutors, WRL Co-ordinator and employers.
 - Staff to telephone employers prior to visit to placement or at the request of the employers.
- (v) Monitoring and Evaluation:
 - Employers to complete assessment form and complete relevant sections of diary.
 - Pupils to complete diary in preparation for checking by tutors and employers.
 - Staff to check diaries during visits, tutorial time and de-briefing sessions.
 - Staff complete visit forms to be submitted to WRL Co-ordinator.
 - Diaries and Employers’ Assessment Forms to be used as part of Work Related Curriculum.

5. Briefing Employers

- Employers to receive requests for placements and any Health and Safety and Insurance forms as appropriate.
- Employers receive application form and ‘A Guide for Employers’ supplied by The Staffordshire Partnership prior to placement.

6. Named Persons responsible for Students’ Welfare

The Head of Careers has complete responsibility for the programme with support from Head of Year Ten and Year Ten tutors.

7. **Monitoring and Evaluation of the Process**

- Monitoring and evaluation by employers, staff and students through the process and follow up work as indicated in 4(v).
- Students complete Work Experience Diary to be used as part of Record of Achievement.
- Employers' Assessment forms.
- Staff involved as part of Work Experience process are invited to submit reports or comment on ways in which Work Experience process might be further developed.