

HEATHFIELD COMMUNITY SCHOOL



**WORK
EXPERIENCE
POLICY**

Reviewed : July 2017

Work Experience is an important part of the Work Related Learning students undertake at Heathfield. It follows the QCA guidelines for Key Stage 4 WRL :

- Learning about work
- Learning for work
- Learning **through** work.

It is defined as :

‘A placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience’.

Work Experience is for students to achieve learning outcomes :

- Developing employability and key skills.
- An opportunity to try out a particular career link.
- Developing enterprise and work related learning skills through; arriving on time, working in a unfamiliar environment, showing initiative, presentation of self (e.g. dress code), working in a new team, perseverance etc. Students are, if at all possible, encouraged to undertake work experience in a new venue e.g. not previous primary school, volunteer duties or where their parents work.
- Learning about Health & Safety in the work place.
- Learning about the rights and responsibilities of the employee.

Students who study a vocational course e.g. BTECs or College link courses at Somerset College or Bridgwater College are encouraged to find a work experience with a direct link.

Links to the Curriculum

- **Citizenship** : development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills. Learning about Rights and Responsibilities of Employers and employees.
- **Careers Education and Guidance** : better understanding of changes in the world of work and implications these have for their own careers.
- **Applied subjects** : better understanding of applied areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.
- **Enterprise education** : an opportunity to develop and evidence skills in Enterprise and Work Related Education. This cross-references with each individual students’ Lifelong Skills Portfolio.

Preparation and Debrief

All students in Year 10 are offered the opportunity of Work Experience for one week, during the last week in May (before half term).

Careers lessons are used to prepare the students.

- The purpose of work experience.
- Expectations of students.
- Health & Safety.
- Expectations of employers.
- Introduction to the work experience diary.

Outside PSHE support : Advice from Sue Hawkins/Natasha Rand on using South Somerset Partnership Website and finding suitable placement.

Access to South Somerset Partnership Website in school at lunchtime.

Monitored by Sue Hawkins and Natasha Rand.

Careers South West External Advisor

Careers Show visit October – Jo Rogers

Key Personnel : Mrs Natasha Rand (SLT Enterprise & Careers)

Miss Jo Rogers (Joint Head of Careers)

Mrs Sue Hawkins (Work Experience Co-ordinator)

Year Head (rotates)

During the work experience students complete a Work Experience Diary.

Students also share their experiences in a year assembly and at public events - Options Evening (Year 9) and Celebration of Achievement Evening.

On return from Work Experience an evaluation is completed about successes and areas of development.

Disability Access and Equal Opportunities

All students are given the opportunity of Work Experience regardless of ability - physical, academic, behavioural, emotional. Students are guided to “assisted” placements where relevant.

Supervision

While on the Work Experience placement students are supervised by the employer. A nominated teacher, Governor or member of the non-teaching team will make contact in the first day or two, then visit later in the week. The teacher will write a report on the progress of the student and suitability of the placement. The employer will also complete a report on the progress of the students during their work-placement.

Health & Safety

The South Somerset Partnership provides a data base of approved placements. This includes checks that the main risks are covered i.e. insurance policies which cover students in the work place (see separate file “Work Experience Health & Safety procedures”). Students are not allowed to access placements which do not have a current health & safety check or who do not receive approval from them.

The Role of Parents

The school communicates with parents/carers about the proposed Year 10 Work Experience during the Year 9 Options Evening (March) and in the September of Year 10.

- Purpose and aims of Work Experience.
- Learning benefits for the students, including skills to be developed.
- When it will take place.
- How a placement will be selected by the student.
- Travel arrangements.
- Nature of the work involved.
- Working hours (negotiated between employer and student).
- Dress code (in particular : Musgrove Park Hospital, Construction, Motor Vehicles).
- Any significant Risks to Health & Safety and the control measures in place to protect the young person as identified by the placement providers risk assessment.
- The name of the Work Experience Co-ordinator in case of emergency or complaint. (Please telephone Taunton 01823 414163.)
- How they can support their child during the placement period.
- The name and contact details of the person responsible for them in the work place.

EXTENDED WORK EXPERIENCE **(Appendix 1 to Work Experience Policy)**

- Students who take part in Extended Work Experience (EWE) will be in Key Stage 4.
- Any student undertaking EWE must only be at a workplace which is on the South Somerset Partnership database, i.e. Health & Safety checked.
- Work placements will be found by contacts that the student/parent/school already has and are approved by South Somerset Partnership.
- The work experience placement will be as a result of an additional need the student has e.g.
 - ❖ The student has joined the school part-way through Key Stage 4 and a complete curriculum match cannot be reached.
 - ❖ The student is experiencing challenging behaviour and a vocational EWE is part of a programme to improve behaviour. The student is on a PSP and may/may not trigger additional Send Plus funding.
 - ❖ The student has a special need - learning / emotional.
 - ❖ The student has had poor attendance and the EWE is part of a planned programme to re-integrate and motivate the student.
 - ❖ The student is on the “Blue Routeway” Work Related Learning curriculum routeway and the SCAT Link Course has proved inappropriate for that student.
 - ❖ The student is on a BTEC or Diploma Course requiring additional work placements.

The personnel involved in referral for EWE and monitoring of EWE and liaison with the workplace will include one or more of the following :

- Year Head (Years 10/11)
- SENCo
- Deputy Head (Curriculum)
- School Careers Co-ordinator (Work Experience)
- School Work Experience Co-ordinator (administration).

Any EWE placement will be overseen by a member of SMT as relevant. Sue Hawkins will also inform South Somerset Partnership of the placement (via the relevant form).

Employers will be asked to provide a certificate/letter/open testimonial for the student’s Lifelong Skills Portfolio on completion of the placement.

In the event of a placement breaking down (either the student doesn’t attend, the workplace cannot continue training or the student fails to work/dress appropriately) then the EWE will be terminated and South Somerset Partnership informed. An alternative arrangement will be found.

Parents will be asked to approve the child attending an EWE and will be kept aware of progress/problems.

Transport : This will normally be provided by the parent. The only exception to this might be if the student receives additional funding.

POST 16 WORK EXPERIENCE - THE SPACE **(Appendix 2)**

Students at THE SPACE study the Advanced Creative and Media Diploma.

Work Experience is an integral part of all Diplomas (10 days minimum over 2 years).

All SPACE students undertake the following Work Experience :

- ❖ Tacchi-Morris Arts Centre “entitlement” Work Experience
 - Box Office
 - Front of House
- ❖ Work-placement “attachment” to Year 11 Drama and/or Dance Productions. This involves each Year 1 student rotating production job shadowing - stage management, lighting, sound and filming over 5 nights (including technical and dress rehearsal - 34 hours).
- ❖ One week Work Experience during the last week of the school academic year. This can be any of the following :
 - (a) Student finds own “external” Work Experience.
 - (b) Assists with Year 10 Arts / Enterprise activities during Year 10 Enrichment Week.
 - (c) Offers a Performing Arts Activity Week for Year 7 to Year 9 Activities Week.
 - (d) Is a co-leader / assistant for a Year 7 to Year 9 activity (non Performing Arts) during Activities Week.
 - (e) Work placement with dance and drama community class practitioners at the TMAC, giving them the opportunity to teach, coach and work with younger students.

EXTENSION ACTIVITY

All SPACE students are expected to join at least one extension (after 3.30pm) activity per week.

This can include :

- Assisting with children’s TMAC Community class, e.g. Dance, Youth Theatre.
- Assisting with a Year 11 Dance/Drama weekly rehearsal.
- Visiting theatre practitioners/events co-ordinators / commissioning agencies. Students take part in Briefs, Pitches, Seminars.

In Year 2 SPACE students have additional work-placement opportunities at the TMAC identified by interest/ aptitude, IAG, including :

- Stage Management
- Deputy Stage Management
- Technical
- Front of House Deputy Manager
- Box Office volunteer
- Bar volunteer (over 18 years).