

# Policy for Work Experience

January 2017

## Aims

At Alderman Knight School, we use work experience, volunteering and employer visits to enhance pupils understanding of the world of work and help prepare them for adulthood. The experience also helps pupils to understand themselves better and evaluate their current employability skills and areas for further development.

## Objectives

The objectives for any encounter with an employer or voluntary organisation are as follows:

- To be aware of health and safety issues and manage risk in the working environment.
- To understand behaviour that is appropriate for the work place.
- To understand communication that is appropriate for the work place.
- To learn the importance of skills that relate to the work place, e.g: time keeping, using initiative, following instructions carefully, respecting others etc.
- To increase self-awareness by learning from the employer evaluation.
- To understand the commitment shown by the employer and formally thank them for the time and support they have offered.
- To develop understanding of a particular work sector.
- To reflect on whether it is the right sector to pursue in the future.

## Equal Opportunities

All pupils will have access to learning from employers. If a pupil cannot individually manage a placement, they will be supported to access a group visit or complete a work placement within the school or at the Abbey Tea Rooms. Pupils accessing a placement in the school will be treated like an employee for the duration rather than a pupil so they can learn the difference.

Pupils are encouraged not to access their perception of stereotypical 'male' or 'female' placements and to reflect on how they could apply their unique skills and personality to the world of work. Stereotyping is challenged in many other areas of the curriculum. Pupils will be encouraged to try placements that they might have

ruled out due to stereotypical preconceptions.

### **Planning, preparation and organisation at each Key Stage including:**

Parents are advised during Key Stage 3 that their child will be doing work experience so that they can start to make plans. Pupils have a suspended timetable for a week in year 10 and year 11 so that they can choose two different placements.

Pupils are prepared for work experience during PSHE, CoPE and during tutor time.

All external work experience placement will be vetted by the Transition Manager and the employer will complete the Gloucestershire County Council Health and Safety Questionnaire for Employers offering work experience. The pupil and Transition Manager will visit the placement to ensure that they understand the plan for the week and practical information such as lunch, dress code, arrival and departure times. The Transition Manager will clarify with parents the arrangements for transport and remind them that taxis need to be cancelled where necessary. All this information is copied to the Tutor and Assistant Head (KS4.) Any concerns about health and safety will be taken to the Deputy Head Teacher and potentially referred to the Safety, Health and Environment (SHE) Team in the County Council.

While pupils are on placement, the Transition Manager will visit them individually to check all is well and to take pictures. The employer will be given an evaluation form. The Transition Manager will be on hand to sort out any issues during that week.

Following the placement, the pupils will reflect on their experience as part of the CoPE accreditation and/or during Tutor time. The Tutor will discuss the evaluation with them and this will also be sent home with some photographs for parents to discuss too.

Internal placements will follow the same process without the need for the Health and Safety form. Normal school risk assessments will be applied.

Pupils who are not able to access individual placements will have the opportunity to visit an employer as a group so they still benefit from learning about the world of work. The group visit will be preceded by preparation on how to behave, how to keep safe and what to ask. The visit will be followed up with a learning activity in school to consolidate understanding.

### **Teaching and Learning including:**

Pupils will learn about behaviours for the work place through discussion, group work and questioning. They will reflect on whether they can use their experiences for evidence in the school Passport. Their experience will also go towards the CoPE

accreditation.

Subject specialist teachers will be aware of all the placements that pupils went to and use their learning to enhance subject knowledge, for example, how ICT is used in different work places.

### **Parental involvement and reporting to parents:**

Parental involvement is vital to successful work experience. Parents are invited to find a placement for their child initially as this enables the child to make an important link in their own community. It also minimises risk when the employer already has prior knowledge of the young person and their needs.

Parents will be supported by the Transition Manger if they cannot find a placement. A database of tried and tested local employers can be accessed if parents cannot find anything. The school can provide an internal work placement for pupils not ready or unable to access the local community. For example, successful placements have taken place as a Classroom Assistant, PE Assistant and Office Assistant. The school also has access to the Abbey Tea Rooms every Thursday to give pupils supported insight into all aspects of running a small café. Parents will be made aware of these options and still encouraged to be involved in some way.

### **Staffing and Resources**

The Transition Manager will be responsible for co-ordinating work experience, maintaining the employer database, carrying out health and safety checks and all employer liaisons.

Tutors will assist with preparation and debriefing during tutor time and informal discussion.

All staff will be aware of placements so they can make links to experiences in the work place and their own subjects.

Staff delivering CoPE will deliver discrete lessons about work experience.

### **Monitoring and Evaluation**

The Transition Manager and Deputy Head Teacher will monitor the effectiveness of work experience each year. Parents and pupils will evaluate the process and any development points will be acted upon.

### **Subject Development Plan**

**Continuing Professional Development**