



Work Experience Policy

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An academy within:



"Learning together; to be the best we can be"

Gatsby Benchmark 6:

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

Statutory Requirements:

- By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.
- By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.

Preparation

Our school supports every pupil, whatever their level or type of need, to fulfil their 'employment seekers' potential. We believe that work experience gives our pupils a more realistic idea of the expectations and realities of the workplace and therefore 'work experience' is an essential part of our careers programme.

Work experience for our pupils with SEND is based on the pupils' own aspirations, abilities and needs. Pupils are prepared for work experience through our careers programme. This includes the following focus for each Year Group :-

- Yr9: We are focusing on our future, making decisions about subjects and/or courses and investigating the jobs we are interested in.
- Yr10: We are planning against the opportunities that are available to us and thinking about where we want to study Post-16.
- Yr11: We are deciding how we are going to move on from being a teenager and becoming an adult.
- Yr12: We are applying ourselves through building on the strengths and interests highlighted in our personal and vocational profile and career paths related to our own career plan.
- Yr13: We are applying ourselves through identifying and applying for a Supported Internship or Traineeship study programme.
- Yr14: We are applying ourselves through completing a Supported Internship or Traineeship study programme, achieving our academic and vocational qualifications and planning for taking the next steps.

High quality and meaningful work experience is an integral part of our 16-19 study programme, with a flexible approach being adopted for our younger pupils, which does not necessarily involve a traditional placement. Our Options include:

- Internships and holiday placements;

- Job shadowing;
- Part-time work;
- Work experience in school;
- Volunteering; work experience (less than 1 week);
- Work experience (5 week block/½ day or 1 full day);
- Work experience (regularly/weekly commitment);
- Workplace visits.

From age 14 students are prepared for the world of work as part of their study programme – The Prince’s Trust Achieve Programme – Personal Development and Employability Entry 3 to Level 2, which is a recognised qualification.

Year 12 and 13 students are provided with the opportunity to take part in an extended work placement throughout every academic year and also to progress to accessing a Supported Internship in Year 14.

Placements:

All placements are arranged by the Careers Leader, which includes:

- Agreeing the contents of the work experience opportunity with the business/employer;
- Carrying out a School/Employer Agreement and Health & Safety Questionnaire;
- Completing a Work Experience Risk Assessment based on individual employer/students needs.
- Students completing a reflective ‘work experience’ record book and collecting evidence towards the ‘Work Experience’ Module of the Prince’s Trust Achieve Programme Qualification.

During the placements pupils are escorted and supported by a member of the school staff. Any difficulties are dealt with by the Careers Leader, who acts as the named responsible person outside the placement, and the named responsible person within the placement.