



## Newland School for Girls Work Experience Policy and Working Practice

### **Mission Statement**

Work experience is seen as an integral part of the careers education programme to develop pupil confidence and increase awareness of the working world. All pupils in Year 10/11 are given the opportunity to experience a work placement, providing they are able to follow health and safety instructions on placement. All placements used are approved by Humber EBP and organisation for work experience follows the Local Authority Guidelines

### **Roles and Responsibilities – Block Placements for Year 10**

Assistant Head is the senior leader responsible for work experience.

Provides overall management of work experience, is the link with teaching staff ensuring they know their roles and responsibilities, ensures pupils have covered health and safety preparation, checks pupils have appropriate placements and supports with any problems arising during the week.

Careers Coordinator – Provides information to parents, supports pupils in finding placements, writes careers lessons preparing pupils for work experience including health and safety training, deals with problems that arise during the week, liaises with Humber EBP

Administration support from the school office – takes lead in using Work experience database, matches pupils to placements on the database, liaises with Humber EBP and manages paper records.

Teaching Staff / Tutors – Deliver lessons preparing pupils for work experience and monitor pupils while on placement.

### **Roles and Responsibilities - Vocational and Extended placements**

Assistant Head is the senior leader responsible for all work experience in Key Stage 4

Careers Coordinator –All work experience placements need to be organised through the Careers Coordinator who can ensure Local Authority guidelines are followed. Offers support role to staff who require work experience for pupils as part of an extended curriculum or as part of a vocational course.

Staff requesting placement will ensure placement is a good match, checks pupils have covered health and safety preparation, deals with any problems that arise and deals with communication with parents.

Administration support – takes lead in using work experience database, liaises with Humber EBP and manages paper records.

## **Work Experience Working Practice**

Work experience is organised within school following National and Local Authority Policy Guidelines.

The school undertakes responsibilities as set out within the annual Service Level Agreement with the Humber EBP.

Nominated school staff attend the Work Experience Coordinator meeting to ensure they are kept up to date with new developments and disseminate as appropriate on their return to school.

Pupils can choose to take one week of work experience in the summer term of year 10. They are encouraged to find their own placement using the self-canvas form. They are given advice on approaching employers and ensuring that the placement is an appropriate one. A number of pupils choose a placement with staff guidance from those provided by Humber EBP. All placements used are approved by the Humber EBP.

Pupils are encouraged to choose placements relevant to their aspirations and employability needs: where appropriate, challenging gender stereotyping and supporting equal opportunities.

Final checks are done by the Assistant Head to ensure pupils are matched to an appropriate placement, consulting with the Child Protection Coordinator and Special Needs Coordinator where necessary. Any additional support needs identified are discussed with the employer and Medical Care Plans sent where appropriate with pupil/parent permission.

Permission from parents is sought prior to the work experience week and parents are given details of the placements the pupil has been matched to.

Pupils are expected to take responsibility for their own travel to and from placement, but parents are encouraged to contact the school should they anticipate a problem with this. There is some financial help available if needed.

Preparation for work experience is done in school leading up to the placement. This includes Health and Safety, what to do if there is a problem and an introduction to the work experience journal.

All pupils are provided with a work experience journal to complete during the week.

During the work experience week tutors are tasked with contacting the employer by visit or phone to check on pupil progress. A staff contact report is written for the pupil and a copy kept in the pupil file.

Pupils are involved in a debrief after work experience and complete an evaluation questionnaire of their experiences. They are supported in writing a letter of thanks to the employer after their placement.

## ***Evaluation of Work Experience***

Pupils complete a Connexions monitoring evaluation form. Work experience journals are collected in and checked. The employer report is photocopied if it has been completed. Tutors complete the staff contact report and pass any issues that need investigating to the Assistant Head.

The Assistant Head writes an annual report, which can be used to inform Governors, that includes attendance patterns, issues that have arisen during the week and recommendations for the following year. Employers are all sent a Thank you letter/card

### ***Work Experience Time Framework***

8 months prior: Careers coordinator updates letters, forms, lesson plans etc. Planning meeting held.

7/6 months prior: Pupil preparation starts. Parents informed of their role in the process, self-found placement procedure starts.

3 months prior Matching process begun, employers contacted with pupil details, placement allocation checked, placement details and risk assessments issued to parents, Pupils identified who will need additional support

2 weeks prior: Staff informed of role and given information on which pupils going where. Arrangements made for any pupils staying in school. Tutors given contact details of the employers their tutees going to.

1 week prior: Final briefing to pupils and staff. Work experience assembly

During work experience: Early checks done on any vulnerable pupil. Visiting and follow up programme monitored and recorded. Attendance checks

Post work experience: Pupil debrief, Evaluation questionnaire completed, thank you letters sent from pupils and school, evaluation report completed.

### ***Appendices***

1. Work Experience timetable for parents
2. Work Experience Information for Parents
3. Work Experience Staff Contact Form
3. Work Experience Evaluation Questionnaire

### ***Related Documents***

Good Practise in Work Experience for Schools – Humber EBP

14-19 Work Related learning policy and guidelines – Humber EBP

Service Level Agreement for work experience

### ***Useful Contacts***

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