

	Work Experience Policy	Author:	Dave Riley
		Approved by:	Vivien Sharples
		Date:	19 July 2017
		Review date:	October 2018

INTRODUCTION

- Work Experience (WEX) can be defined as “a placement on employers premises in which a student carries out a particular task or duty, more or less as would an employee, but with the emphasis on the learning aspects of the experience.” DfES 2002.

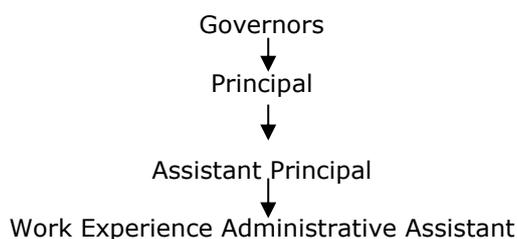
WORK EXPERIENCE AIMS

- To provide all students with an opportunity to enhance their Academy learning experience by attending a five-day work experience placement which is part of the whole Academy plan for Work Related Learning and Enterprise.
- To give students a broader view of the world and of the disciplines involved therein, so that they might be better prepared to face the transition to an adult work environment.
- To act as a resource and a stimulus for Academy-based work.
- To promote a better understanding between students and the local community, the Academy and the employers.

WORK EXPERIENCE OBJECTIVES

- To identify job-seeking skills.
- To present themselves confidently.
- To record and to analyse job-associated activities.
- To demonstrate a sense of self-discipline and responsibility in matters such as time-keeping, presentations etc.
- To communicate effectively with adults.
- To participate in activities leading to increased self-confidence.
- To identify personal aptitudes, likes and dislikes, to assist in the selection of a career.
- To enhance and support the whole of the students’ curriculum as part of the whole Academy plan for WRLE and CEIAG
- Students will:
 - recognise, develop and apply their skills for enterprise and employability
 - use their experience of work, including work experience and part-time jobs, to extend their understanding of work
 - learn about the ways business enterprises operate, working roles and conditions, and rights and responsibilities in the workplace
 - develop awareness of the extent and diversity of local and national employment opportunities
 - relate their own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of the alternatives
 - undertake tasks and activities set in work contexts
 - learn from contact with personnel from different employment sectors
 - have experience (direct or indirect) of working practices and environments
 - engage with ideas, challenges and applications from the business world.

ROLES AND RESPONSIBILITIES



- The Governor has responsibility for ensuring that the Academy meets its requirements under the law for maintaining health and safety and curriculum requirements.
- The Principal is responsible for ensuring adequate resources are made available.
- The Assistant Principal is responsible for ensuring that the programme is developed and delivered in an integrated way across the entire curriculum.
- The work related learning (WRL) co-ordinator is responsible for all aspects of programme delivery including developing the learning programme, ensuring health and safety and policy production.
- The work experience administrative assistant is responsible for communicating with parents, and employers and for maintaining records of students' placements.

OUTLINE OF PROGRAMME

- WEX is available to all students and the WEX programme complies with the Academy's equal opportunities policy.
- The WEX scheme is introduced to all students in June. Students have specialist presentations from the WEX co-ordinator. During this assembly, students are introduced to the procedure and paperwork for WE and are invited to find their own placements.
- Students receive support from form tutors who may take them to IT rooms to visit the DCC Work Experience website. Students may also go to the careers library during morning registration and lunchtime to access the website.
- The Assistant Principal and Administration Assistant are available each morning registration to help and support students who are having difficulties finding their own placement.
- With the support of the Assistant Principal and Administration Assistant, students may use Academy phone to ring providers.
- Special provision is made to support SEND children in their efforts to find placements.

PREPARATION PROGRAMME

- Students receive support in their PSHE lessons and during form time. In addition they have a specialised health and safety talk as well as a talk about attitudes and expectations from their head of year.

PLACEMENT APPROVAL

- The Academy rigidly follows the DCC Work Experience scheme for placement approval. No student is ever knowingly allowed to go on WEX to a placement that does not have current DCC authorisation.
- The Academy supplies parents with up to date job descriptions and risk assessments. The Academy does not support WEX in holidays or at weekends.
- An emergency mobile phone number is provided for students and placement providers. The phone is on from between 7.00am and 7.00pm although messages can be left at other times.

STUDENT VISITS

During the two weeks of WEX, the Assistant Principal and Administration Assistant have extra time available to visit students. Other staff are encouraged to visit students, although the majority of students are visited by the Assistant Principal and Administration Assistant. In circumstances where a personal visit is not possible a phone call to the placement provider and if necessary, home phone call is always made.

POST-WORK EXPERIENCE

- When students return to Academy they have an opportunity to discuss their time with an appropriate member of staff. Students have an opportunity to discuss successes and difficulties. Problems are passed onto the WEX co-ordinator.
- Students will have maintained a WEX log book and this is used during the debrief session.
- Students have an opportunity during form time to write a work experience statement for inclusion in their ROA folder.

EXTENDED WORK EXPERIENCE

Extended WEX placements can be arranged to help support students as part of alternative provision. The arrangements of these placements will be subject to the same administrative procedure as the Year 10 block placements and the cost of this is covered by the year 10 Service Level Agreement with DCC.

This includes any WEX where the Academy has had any input arranging the placement for a post-16 student.

WEX placements will be monitored and visited. Monitoring visits will vary depending on the nature of the WEX placement.

WEX ACROSS THE CURRICULUM

The WEX scheme is part of the larger work related learning and enterprise curriculum which is integrated into the Academy curriculum. In addition to the use of PSHE lessons and form time previously mentioned, students also use WEX as part of their work in English and Maths. Many other departments use WEX in an informal way. It is hoped that as the WRLE curriculum develops there will be further opportunities for more departments to exploit WEX as a learning resource.