

TASKER MILWARD V C SCHOOL

WORK EXPERIENCE POLICY

Issue No	Author/Owner	Date Written	Approved by Governors on	Comments
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1. AIMS

The aims of work experience are to enable students to:

- apply skills in a work context.
- deepen knowledge and understanding of concepts learned in the classroom.
- improve attainment by showing relevance to learning.
- improve personal and social development.
- develop students' understanding of work, the economy and industry.
- broaden the range of continuing education options, training and employment.
- have a greater knowledge base of skills required for particular occupational areas before committing themselves.
- make the transition from school to work.

2. COMMITMENTS

The programme is one part of a whole school commitment to partnership between Education and Industry.

Careers Wales West together with the school wish to provide suitable and safe Work Experience placements throughout the local community.

Staff are involved in the programme.

All aspects of the programme form part of the school curriculum and work can be assessed as GCSE coursework.

There is equal access to all placements irrespective of gender, race or physical disability.

Students are encouraged to undertake activities outside traditional gender roles.

The school will actively seek to reinforce and build upon its existing links with the local Business community.

No pupil will lose the opportunity of a suitable placement locally because they cannot afford transport costs.

3. ORGANISATION

3.1 Staffing

Head of Careers/Work Experience Co-ordinator.
Careers Wales West
Head
Head of Year (for year group involved)

3.2 Procedure

Preparation

During Year 10 students self arrange their own work placements using family and friends as contacts.

All placements have to be made 8 weeks in advance of work experience period.

Careers Wales West carry out all relevant risks assessments and ensure insurance policies are in place. Parents are informed in writing as soon as the placement has been assessed.

Preparation for work experience will begin in the Year 10 Careers programme running throughout the 2nd half of the Summer term and during Industry week. At this time pupils take part in work related exercises and activities, planned and carried out by school staff, local employers and Careers Wales West.

Activities related to work experience preparation during this week involve pupils in all the following sessions:-

- a. Team Building Skills
- b. Individual/Group Presentations
- c. Health and Safety Briefing
- d. Risks in the workplace (identification)
- e. Presentation skills

f. **Working with Public organisations employees.**

Briefing

This will occur at the beginning of the Autumn term in Year 11. Details regarding placements are discussed during PSE. Careers Co-ordinator, form tutors and PSE staff have an input at this stage. Planners (diaries) are issued.

Placement

One week duration for all students, although those on vocational courses may have other requirements.

Monitoring

All staff will be given the opportunity to monitor placements. Those staff who normally teach the year group involved will be expected to take part in monitoring. If unable to do so, because of lack of transport, for example, those staff would be used as 'cover' for staff who are monitoring.

Debriefing

Occurs immediately after the placement, during PSE. Debriefing encourages reflection and analysis in order to identify what has been learned. Assessing and recording pupils learning, evaluating placements, writing letters of thanks to employers, and completing assignments and diaries are also part of this stage.

Follow-up

- a. Letter of thanks and certificate from school to employers.
- b. Collection of employers reports for inclusion in Personal Profiles.
- c. Material gathered during debriefing kept as resource for future work.

4. ENTITLEMENT

Work Experience will be offered to all pupils in Year 11 during the Christmas Term unless the Headteacher suggests otherwise.

Vocational students in Year 12 as part of their course.

Other subject areas in Year 12 as part of their course (e.g. Technology).

All other Year 12 student whose career choice requires WE.

All other Year 12 students who request WE

For all above listing a minimum of 8 weeks notice is required by Careers Wales West to conduct the necessary Health & Safety checks.

