



# The Ecclesbourne School

“Learning together for the future”

## WORK EXPERIENCE POLICY

September 2020

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### 1. Rationale

Work Experience is an aspect of work-related learning and is part of the learning entitlement for all pupils. Work Experience can be defined as ‘a placement on employers’ premises in which a learner carries out a particular task or duty or range of tasks or duties, more or less as an employer but with the emphasis on the learning aspects of the experience.

The Ecclesbourne School is committed to achieving the Gatsby Benchmarks, a framework of 8 guidelines that define the best careers provision in secondary schools. Work experience is a key part of benchmark 6:

- 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.

At The Ecclesbourne School work experience has an important contribution to make to the education of all students in order for them to make an effective transition from school to adulthood. We see work experience as a process which is more than simply the placement, but is about the preparation in finding and applying for a placement and follow-up work post-placement. Given the fall in young people getting part-time work, in addition to their academic studies, work experience is an essential aspect of young people learning about the ‘world of work’.

### 2. Aims

At Ecclesbourne the process of work experience is part of CEIAG and PDC. It aims to give students the opportunities to:

- investigate career opportunities
- to experience day-to-day aspects of employment
- understand themselves and develop their capabilities
- connect their learning with working lives
- build confidence and independence
- develop skills of organisation, teamwork, self-evaluation
- understand the importance of matters relating to health and safety.

The school is committed to providing quality Work Experience for all students. In order to achieve this, the School will work closely with The Derbyshire County Council Work Experience Team. A variety of methods will be used to obtain relevant information in order to improve the whole process.

Review Date: April 2021

Reviewer: Head of Upper School & Head of PDC

### **3. Implementation**

The PDC & Careers department is responsible for:

- helping students to find placements, and advising on the suitability of placements
- checking that the Health and Safety requirements are met by employers and that risk assessments and job descriptions are in place
- preparing students in arranging their work experience placement, for example, letters of application and using the Derbyshire County Council database
- providing all students with a Work Experience Journal
- supporting the tutor team in guiding students in completion of their Work Experience Journal
- overseeing the documentation required for placements to be insured
- arranging visits to students whilst on placement by members of staff or telephoning where visits not possible.
- keeping parents informed about matters related to work experience
- making students aware of the emergency contact numbers and the circumstances in which these should be utilised
- follow-up work post-placement
- monitoring and evaluating the work experience placements

### **4. Equal Opportunities**

The school believes that all students benefit from going through the Work Experience process and therefore the department works to try and ensure that all students have a quality placement, that meets their needs, inspires them and serves them well in their future career planning.

### **5. What students can expect from School**

Work Experience will take place in the summer term of Year 10 and spring term of Year 12. This will normally last for one week. Students will be encouraged to find their own placements in the first instance. Students who have difficulty in finding a placement will be given every assistance by the PDC & Careers Department.

All students undertaking work experience during school time can expect the following:

- Placements which are in Derbyshire, will be approved by the Derbyshire County Council.
- A Work Experience Journal, to be completed before, during and post placement.
- Helping in finding a suitable placement.
- Log-in information to the Derbyshire County Council work experience database and PDC lesson time to do research.
- Job description and risk assessment documentation printed from the database.
- A visit from a member of staff or a phone call if the location/nature of placement makes this impossible.
- Help with dealing with issues concerned with equal rights, SEN needs and sickness.
- Assistance with travel and free school meals claims.
- Support in tutor time and PDC lesson time.
- Information on their rights and responsibilities.
- Information on health and safety issues.

## **6. Expectations of students**

All students are well-prepared before they embark on work experience and they understand that they have a responsibility to:

- Behave at all times in a way that reflects the School's Code of Conduct.
- Follow directives and guidelines given by the employer.
- Maintain an interest in the work provided and strive to learn from successful employees.
- Act in accordance with health and safety requirements.
- Have a good attendance record and to notify the employer and school if they cannot attend
- Have good punctuality.
- Dress appropriately for the placement.
- Alert school immediately if they encounter any problems that they feel they are unable to deal with.
- Complete their Work Experience journal to a good standard.
- Write to thank the employer after the work experience placement.
- Take part in the activities on the follow-up morning on the Monday after work experience week.

## **7. Monitoring, evaluation and accountability**

The majority of students are visited at their placement by a member of staff, for example Year 10 form tutors (some placements don't allow visitors due to restricted workplace access and if they are out of county). During this visit staff speak with the supervisors to check on the students' well-being and conduct, and speak to the students to ensure they are getting the most value from their placement as they can. Staff will complete the specified section in the student's work experience journal.

Staff feedback to JOE and DCP about placement suitability and value. Where a placement is found to be unsuitable, DCP would report this to the administrators of the DCC Work Experience Database whereby it would be investigated and removed if necessary.

After Work Experience week all students complete an evaluation, where in the school is able to assess the suitability of the workplace for future placements.

## **8. Parents and carers**

The school will keep parents and carers informed about the work experience process through letters, an information desk at Parents Evening and the School's website.

The school expects parents/carers:

- To support students in researching and finding suitable placements, where possible e.g. through contacts/using the DCC work experience database at home.
- To arrange transport to and from the student's placements (unless school have been in touch to assist)
- To assist with checking that appropriate clothing and appearance is adhered to for the place of work.
- To report to school and employer any sickness/reason for non-attendance as soon as possible.
- To report to school any problem/issues encountered by their child to school as soon as possible.