



## WORK EXPERIENCE POLICY

### **1. Background**

Work Experience (WEX) forms part of the Careers Programme in the Sixth Form. Year 12 students are given the opportunity to experience the world of work by finding a one week work experience placement. As far as possible, this should be relevant to the students' career ideas.

### **2. Placements**

Work experience will take place during the final week of the summer term. Students may occasionally extend this to a two week placement with permission from the Assistant Headteacher, Sixth Form. If an employer is unable to take a student on placement at this time, students may be able to negotiate a week during the period after they return from exam leave in June, with permission from the Assistant Headteacher, Sixth Form. Students will attend a place of employment where they will experience first-hand, but unpaid, the world of work. This will help them to understand:

- Working alongside someone in a work situation
- Learning about equipment used in the workplace
- Following routines and schedules of the working day
- Following instructions in a work situation
- Using tools and equipment in the workplace
- Communicating and interacting with colleagues
- Working independently or as part of a team
- Self-assessment and keeping a record of progress
- Identifying health and safety measures and hazards in the workplace
- The routine of a normal working day or shift
- A working environment outside the classroom
- An unfamiliar situation involving working with people of different backgrounds and ages
- The chance to learn new skills and perhaps wear uniform and use equipment and machinery to learn work processes at first hand

Additionally work experience may give students the opportunity to:

- Move towards developing personal skills, qualities and interests;
- Move towards developing the self-confidence required in an adult world
- Make some connections between what students can learn at school and the world of work

Students are expected to fit into their working environment and attend for the whole placement. Part of the process of finding and starting on a placement may involve students in:

- Attending a pre-placement interview
- Dressing appropriately for the job
- Being punctual
- Notifying the person in charge if they are unable to attend through illness or other reason

### **3. Procedures and Practice**

- The students will find their own placements with support from Plantsbrook staff if required.

- Parents/carers are kept informed and encouraged to contribute where possible to the placement.
- Parents/carers must sign an acceptance form after a placement has been secured.
- Details of employers are kept by the WEX co-ordinator on a school database.
- All employers are sent a checklist and asked to provide a copy of their Employers Liability Insurance and an appropriate risk assessment before being approved. In the event of students going on placement which involves the use of machinery, etc. the employer will be asked for an additional risk assessment before being approved. If the school cannot approve a placement, parents will be informed and asked to take responsibility for the student if they wish the placement to go ahead.
- The students will be briefed on Health and Safety at Work procedures and will be inducted by the employer on these procedures.
- The students will keep a record of their experiences for recording and debriefing purposes.
- The employer will provide an end of placement report. The students will be given the opportunity to reflect on their work experience through a tutorial debrief and completion of a questionnaire on their return to school in the autumn term.
- Plantsbrook staff will contact the employer whilst the student is on placement to check on their progress.
- The school and the Employer reserve the right to terminate the placement if any student is deemed to have behaved in an inappropriate manner or the placement is no longer considered appropriate.
- The School WEX Co-ordinator, Sarah Cook, works closely with the Director of Finance and Support Services, Lynda Smith and her contact at Solihull MBC to ensure that the appropriate procedures are followed.