**Silver Birch School**

**Work Experience policy**

**Issued: 31/08/13**

**Reviewed: 19/08/18**

**Next review date: August 2019**

# Background

Work experience is defined as 'a placement on an employer's premises in which a learner carries out a particular task or duty, or a range of tasks or duties, more or less, as would an employee, but with an emphasis on the learning aspects of the work experience' (DfES, 2002).

The term 'work experience' is used generally to describe experience covered by section 560 of the Education Act 1996 as amended by section 112 of the schools Standards and

Framework Act 1998

# Aims

To provide all students regardless of ability, gender or race, with an opportunity to take part in 2 weeks of work experience – either as a block placement or on a day-release basis. The experience will allow students to see at first hand the world of work and experience the day to day aspects of employment. Each student will be prepared to meet the needs of their placement and be debriefed afterwards. Parents/carers and business partners will be informed of the role they play in providing a successful experience.

Students taking part in the Work Experience scheme are likely to benefit in the following areas:

Employability and key skills - gaining insights into skills and attitudes required by particular sectors and employers; opportunities to develop, practice and demonstrate key skills in a work setting, in particular, recognising hazards, assessing and controlling risks, working with others, ICT skills and improving their own learning and performance.

Careers education and guidance - a better understanding of changes in the world of work and the implications these have for their own careers.

Vocational subjects - a better understanding of the vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.

Personal and social development - the development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

General subjects - opportunities to enhance students' understanding of the National Curriculum, develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment and moral and social education.

## Delivery

Dates for the two week placement will be negotiated with individual businesses each year taking into account the school’s needs.

Students are prepared for placement during Citizenship lessons.

Students choose placements from a list provided by the school or students have the option to arrange their own placement. Arrangements to attend will be supported by a curriculum vitae and letter of application that students will produce during Citizenship lessons. The school will contact placements to ensure availability and will undertake Health & Safety checks for all placements.

Contracts outlining the placement will be provided and students are expected to arrange an interview with the employer prior to starting the placement.

Whilst on placement students will be expected to complete a placement log/diary to record their experience. This is provided by the school.

All students receive a visits from a member of staff during their placement. At the end their placement students are debriefed.

## Conditions of all work placements

### Behaviour

During a placement, the student is expected to:

* Dress appropriately for the job to promote safety and a professional corporate image
* Maintain an interest in the work provided - strive to learn from successful employees
* Be punctual both on arrival and after breaks - be reliable
* Follow instructions and accept suggestions - ask for help when needed
* Act in accordance with Health & Safety requirements
* Keep personal problems at home
* Have a good attendance record - notify both the Employer and School promptly if unable to attend
* Behave on the job in a way that reflects well on the employer, School and fellow workers
* Follow the routine of the workplace
* Show respect for the Employers property

### Payment

During the work placement students are classified as children in education, not as employees, and therefore have no right (under the Work Experience Act 1974) to expect or receive payment in any form. Consequently students must not be used in place of regular employees and must not undertake work of a repetitive or long-term nature beyond what would be classified as reasonable practice of a particular skill.

### Hours of work

Generally students are expected to work the normal hours of the business - not School hours. However, some students may have commitments e.g. part-time paid work, sport, cadets etc. that may mean they will need to negotiate the hours of work with their employer. Hours of work should be established prior to the commitment of the placement, during the Employer interview.

### Meal breaks

Meal breaks should be negotiated prior to commencing the placement (during the Employer interview), or at the beginning of each day. Students should have meal breaks in line with the conditions observed by the industry in which they are working. Students should strictly observe the allocated time for meal breaks, and this time is not to be included in the total number of hours worked.

### Absenteeism

Students are to contact their Employer and School in the event of absenteeism - preferably prior to the absence or, in the case of sickness, as soon as possible.

## Implementation

**Leadership and management**

The Work experience programme is co-ordinated by the Principal.

### Preliminaries

Pre placement preparation is provided and delivered through Citizenship lessons. The work experience programme is planned, monitored and evaluated by the Principal in consultation with all other staff members.

### Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the Work Experience area. The Principal is responsible for the effective deployment of resources.

### Monitoring, review and evaluation

The programme is also reviewed annually by the Principal using student, staff and employer evaluations.