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# WORK EXPERIENCE POLICY

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<b>Policy Number:</b>	<b>97</b>
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## 1. Introduction

1.1. In line with the Education Act 1996, Huntington believe in providing students with learning opportunities which aim to equip them for adult life. The school strives to introduce students to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their school life. At the forefront of the policy is the implementation of the eight Gatsby benchmarks of Good Career Guidance:

- A stable careers programme
- Learning from career and labour market information
- Addressing the need of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experience of workplaces
- Encounters with further and higher education
- Personal guidance

1.2 Work experience forms part of our personalised curriculum for students in Key Stage 4/5. It is an integral part of our Key Stage 4 programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum including the PSHE programme. The programme allows a tailored approach to students' learning needs.

1.3 This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- DfE 'Careers guidance and access for education and training providers' 2018
- Section 42A and 45A of Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Education Act 2011
- Children and Families Act 2014
- Technical and Further Education Act 2017
- Careers strategy: making the most of everyone's skills and talents December 2017.

## 1.4 Definition

Work experience can be classified as either: -

**Block** – the placement takes place over 5 consecutive days

**Extended** – the placement takes place on 1 or 2 days per week over a period of time.

Although work placement is the generally used term, it is important to recognise that it is not the same as a temporary job, as by definition it is a period of unpaid



work. It is an arranged opportunity for a student to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work.

## **1.5 Cross references**

This policy has taken into consideration and has links with the following:

- Curriculum policy
- School Development Plan
- Teaching and learning policy
- Equality Policy
- Health and safety policy
- Spiritual, Moral, Social and Cultural Education
- Safeguarding and child protection
- Special needs and disability policy, and
- Service level agreement with NYBEP

## **1.6 The aims of work placements**

- Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to work and adult life.
- It will enable the student to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.
- It will promote the development of the 'whole person' by providing an insight into the nature and discipline associated with the work environment, which revolves around the product or service offered and not the individual.
- It will stimulate a more mature and positive attitude to learning and education and enhance academic achievement.
- It will build confidence by enabling students to experience success in an environment other than that at school.
- It will enable the students to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it

## **1.7 Benefits of work experience**

Work experience is an integral part of a student's personal development and an opportunity to develop employability skills. Appropriate experiences of the world of work will benefit students, school and employers.

### Advantages of work experience for students:

- Improves students' self-knowledge
- Increases students' employability skills
- Increases students' motivation to learn



- Gives relevance to the work students do in school
- Encourages students to consider the wide range of careers available
- Gives students an insight into the workings of business and industry
- Highlights the skills, qualifications and experience needed by employers
- Supports social mobility as work experience gives students the opportunity to come in contact with experiences that are not available through contacts and connections at home. If they do not know about it – they cannot aspire to it!

## 2. Work Experience Programme

### 2.1 Student entitlement

Our students are entitled to receive at least one experience of a workplace (commonly referred to as work experience) during their time in KS3/4, then once again during KS5. As a minimum, these will include:

### 2.2 Year 9

All students in Year 9 will take place in a work experience project in conjunction with Portakabin. Students will be given a brief by the firm and will have to complete a project in PSHE lessons. They will then present their project to Portakabin senior management (during a site visit) and will receive feedback on their work.

### 2.3 Year 10

Block Work experience is undertaken by around 30 Year 10 students for a week organised via NYBEP. The students selected for the block work experience are: Unit Award students / BTEC Enterprise students and any Looked After Children.

#### Programme delivery.

Date	Work experience activities
October	Work experience programme launched in Year 10 cohort. Students are prepared and guided in their choices for work experience Students who are finding their own placement contact employers by letter, visit or phone call. Students who cannot find their own placement complete NYBEP forms
December	Focus on students who have not found a placement. All paperwork submitted to NYBEP before Christmas.
Mid-March	Students are issued with details of their placements after being H&S checked, risk assessment carried out, DBS (if applicable) and Employers liability insurance details collected.
June	Students attend sessions on health and safety, behaviour and making the most of their work experience diary/log book
July	Students go on one week placement and are visited by staff Employers receive thank you letters from students — and a certificate of appreciation from school



## **Preparation programme**

This consists of session which include health and safety, making the most of the work experience diary and expectations of behaviour. In addition to the above, some students undertaking vocational courses will have work placements as part of their programmes.

## **Debriefing programme**

The debriefing lessons encourage students to reflect on their experience and consider the differences between school and work. Students write a thank you letter to their employer at this time. Students can use their work experience provider as their second referee on any future applications for Post-16 places.

### **2.4 Year 11**

Extended work experience of 1/2 days a week is offered to selected Year 11 students who are struggling with the demands of attending school for 5 days and have issues associated with access to the Curriculum.

### **2.5 Year 12/13**

Through the Personal Development Programme (PDP) on Wednesday afternoon all Year 12 and 13 students have the opportunity to opt for the following options.

- Placement (self-found work experience shadowing or volunteering)
- In form support
- Learning support
- Link Group
- Gardening
- Enterprise
- Amnesty
- Sports Leadership

All of the above options can be considered as experience of the workplace, and so each student must do at least one of these throughout their time in sixth form.

### **2.6. Career Ready**

The career ready programme is undertaken by the school which provides work experience and mentoring support to sixth form students who are less likely to attend university. Students are invited to attend this programme by the Sixth Form Pastoral Team.



### **3. Equal Opportunities for all students**

- 3.1. All students are given an equal opportunity to access the preparation before and debriefing after Work Experience. All students are given an equal opportunity to access placements. Work experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to try activities, which would not normally lie within their scope of interest.

### **4. Legal requirements and best practice**

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement.

### **5. “Health and Safety at Work”**

- 5.1. The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be ‘employees’ for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an ‘employee’:

- To take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- To co-operate with the employer and to follow instructions on Health and Safety.
- Not to interfere with or misuse anything provided for their health, safety or welfare.

The employer will be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed.

- 5.2. **Working Time Regulations** Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 18)

Young workers may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours.

The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.

- 5.3. **Risk Assessment**

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and



limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. NYBEP will arrange and carry out the risk assessment. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee's health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

#### **5.4. Disclosure and Barring Service (DBS)**

In the vast majority of placements, as the employer/employees involved will not have regular unsupervised access with the student there is no need for DBS checks to take place. However, a DBS check is required where a student will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment, whilst travelling or where the placement has a residential element. The employer is responsible for identifying if a DBS check is required and for organising it.

#### **5.5. Employer's Liability Insurance**

Employer's Liability Insurance covers the firm's legal liability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have Employer's Liability Insurance. The employer must notify their insurers that they participate in work experience placements.

It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

#### **5.6. Motor Vehicle Insurance**

If the student will travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

### **6. Arrangements for assessment, recording and reporting**

**6.1** The student work experience diary/log book is used to set and review individual learning targets. Students self-assess their work experience and they record this in their diary/log book. The employer's evaluation of the student's performance is also used to assess performance. Evidence of work experience diary and log book will also form part of their progress file.

#### **6.2 Evaluation**

All year 10 students are visited by teaching staff and/or Teacher Assistants while they are on placement. Staff are required to provide informal feedback and



evaluation after visit. This feedback including employer feedback is reviewed at the end of the summer term. Any gaps in the programme which have been identified as a result of the evaluation are considered in the planning of the programme for the following year.

### **6.3 Sixth Form PDP Placement Option**

The sixth form 'Placement' Personal Development Programme option follows a very similar process to the one outlined above. . The main difference being that the risk assessment is not completed by NYBEP and the process is managed internally. Students research their own placement and are asked to submit a form to the Aspirations Teaching and Learning Manager including their employer's liability insurance and their parent/carers consent. Some students may be asked to complete a DBS check depending on the nature of the placement. All forms are collected and stored securely in school for 7 years after the students have left as per GDPR protocol. Students undertaking volunteering activities (typically with York Hospital and HWYCA) will undertake the external organisation's own application processes.

## **7. Policy processes**

This policy will be reviewed as per the policy renew cycle. The review will involve Aspirations Teaching and Learning Manager, Assistant Head teacher: Curriculum and Director of Sixth form.