



Work Experience Policy

Boroughbride High School

This policy was ratified by the Full Governing Board	17 January 2019
The policy is scheduled for review	January 2021

1. All students in Year 12 are included in the work experience programme for one week of the summer term
2. All placements are vetted by NYBEP. This vetting procedure is in response to the current demands of the Health and Safety regulations. All placements must be on the NYBEP approved list of employers.
3. Students are encouraged to find their own placements independently, although the work experience coordinator will place pupils from an established list of previously approved placements. Placements will be relevant to student's career interests as identified in Information, Advice and Guidance (IAG) discussions with the work experience coordinator.
4. If a student expresses an interest in a relevant placement not on the approved NYBEP list, the work experience coordinator will seek vetting and approval from NYBEP for the identified employer.
5. All students will be briefed prior to placement on what is expected of them on placement and current health and safety issues.
6. Each placement will be supported by a work experience log book in which a record of the placement is kept. Employers are expected to complete an assessment of the work experience and a student report. Where possible a member of staff employed by the school will carry out a progress visit to the student whilst on placement and feedback in the agreed manner to the work experience coordinator. This will help inform the evaluation process.
7. The students review the placement in school through the information in the log book and the work experience debrief session immediately after the placement.
8. The employer reports are put into the students' career files for future employers to consider. Details of the work placement are kept by the school for future reference if required. (10 years as required by NYBEP)
9. Extended placements (long and medium term) and bespoke short term placements can be organized for KS4/ KS5 students identified as requiring enhanced careers support. They can be identified for this by either the Senior Leadership Team, Head of Learning or the Careers Advisor. All students on the 6th Form Springboard Programme agree to complete a one day per week extended placement throughout the year. These are subject to the conditions above.
10. Work Experience is seen as an integral part of the whole school approach to the careers and PHSE programme for all KS5 pupils.