



**Murray Park School**

<b>Title of Policy</b>	<b>Work Experience Policy</b>
<b>Date of adoption</b>	<b>Autumn 2019</b>
<b>Originator</b>	<b>T Taylor / J Woolley</b>
<b>Date of review</b>	<b>Autumn 2022</b>
<b>Additional information</b>	<b>Updated November 2018</b> Data will be processed in line with requirements and protections set in the General Data Protection Regulation

**Throughout this document Parent refers to Parent / Carer**

## **Introduction**

All students in Year 10 have the opportunity to undertake a one week work experience placement based with an employer during KS4. This is a 'placement on employers' premises with the emphasis on the learning aspects of the experience'.

## **Aims**

- ✓ To involve all Year 10 students in Work Experience
- ✓ To provide a coordinated and systematic approach to Work Experience
- ✓ To provide the opportunity for students to evaluate the placement
- ✓ To provide evidence for a student's own 'Record of Achievement'

## **Objectives and benefits for students**

Through the work experience programme students should:

- ✓ Gain self-knowledge regarding their own strengths and weaknesses enabling them to see their own place within the working community.
- ✓ Gain social skills as appropriate to work - e.g. mixing with adults other than teachers, self-presentation and punctuality.
- ✓ Identify work skills related to the curriculum.
- ✓ Develop occupational awareness.
- ✓ Inform and reflect on career plans.
- ✓ Give employers a positive view of Murray Park School and encourage employers to approach school directly when they have vacancies.

All placements will be available on an equal opportunity basis.

## **Benefits for the school**

Work experience should benefit the school through:

- ✓ Partnership with employers and parents, which will enhance the reputation of the school.
- ✓ Positive experiences from which employers can be encouraged to become involved in other aspects of the work related curriculum and the life of the school.
- ✓ Providing staff with the opportunity to see a broader range of students' skills and attributes' which are not always evident in school.

## **Placing and Preparation**

Preparation for work experience placements will be undertaken in PSHE lessons and / or Tutor time. Students are encouraged to find placements for themselves which reflect their interests and possible career aspirations. Students with additional needs and those who require extra help to find placements will be supported accordingly by staff. A Work Experience Information Evening will take place in the autumn term to inform and advise parents about the process and procedures.

Although parents and students should be encouraged to help in the placing process, the practice of students working in close contact with their parents in small companies should be discouraged.

Students may only attend the placement once it has been approved by our appointed Health and Safety advisor.

Students are not permitted to undertake a placement outside the County of Derbyshire, unless specifically approved by the Head teacher.

The students who access the Rolls Royce (RR) Young Apprenticeship programme will have their work placement provided and organised by RR.

### **Management**

Work experience will be managed by the Aspirations Careers and Employability (ACE) Strategic Lead (Careers Lead) assisted by the Careers Education and Guidance Coordinator, who will liaise with parents, employers, Heads of Year, form tutors, businesses and other colleagues. They will also work closely with the Cover/Work Experience Coordinator. The line manager of the ACE Strategic Lead and the Careers Education and Guidance coordinator will be responsible for Inclusion within the school.

### **Preparation / Delivery**

The programme is delivered through coordinated lessons / tutor time activities. Students will only access placements with approved employers who are recognised as experienced providers of work experience placements. All students will receive a job description which outlines the job role, dress code and lunch time arrangements. Students may be visited and staff will contact the employer by phone during the experience.

### **Assessment**

On successful completion of their placement, students will receive a work experience certificate from school. They will also be given a copy of the Evaluation Report completed by their employer highlighting their strengths and areas for improvement. This will be kept as part of their record of Achievement.

### **Health and Safety**

Responsibility for the health and safety of students on work experience lies with the school, employers, parents and with the students themselves. Students are encouraged to respect the working environment and not take risks.

Parents are told, in case of illness, to inform both their placement and school as soon as possible. The Work Experience Coordinator will ensure that the placement are aware and likewise work experience placements are required to inform school of any non-attendance in which instance the Work Experience Coordinator will ring home and inform parents.

### **School's Responsibility**

To brief student on the importance of following health and safety requirements whilst on placement.

To ensure that all placements have been checked and approved by the Health and Safety provider as having met the requirements for health and safety purposes.

### **The Employer's Responsibility**

Employers have a legal responsibility for the health and safety of students on work experience who are, for the period of the experience, regarded as employees of the firm.

### **Parents Responsibility**

Parents have a responsibility to ensure that their child is able to attend the work placement and where necessary provide transport to and from the placement.

### **Insurance**

Employers are required to check that their insurance covers students whilst on placement.

### **Monitoring and evaluation**

The programme is regularly evaluated by the ACE Strategic Lead. The views of employers, students, parents and teachers who deliver the programme are used to make changes and improvements to the programme on an ongoing basis.