



# Work Experience Policy

S Lewis & T Dowey | July 2021

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## **Mission Statement**

"Our vision and Commitment to careers education is for the creation of a Caring partnership that Motivates the lives of young people, enabling our students to make aspirational, informed and realistic future work and life choices"



**Minsthorpe**  
Community College

## Section 1

# Work Experience / Work Placement

### Aims

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This policy seeks to demonstrate the commitment of Minsthorpe Community College to provide the opportunity for students to participate in an organised programme of high-quality work experience and work placement.

### Principles

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- Work Experience supports the whole college aims.
- For every student in Key Stage 5 there is an expectation to engage in work experience irrespective of ability, gender, or race, but must be in line with all Health and Safety procedures, during Enrichment. This can also be virtual work experience during Covid times.
- Students undertaking work placement as part of their course are engaged in safe relevant environment.
- Gender stereotyping of occupations and work roles is actively discouraged.
- Lead Placement Tutors, Pastoral and Enrichment staff can make some contribution to the provision of the work experience programme.

### Aims of Work Experience

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- To prepare students for adult life.
- To enrich students' curriculum experience.
- To promote the benefits of lifelong learning.
- To develop students' employability and transferable skills.
- To enhance students' possibilities of study at University.
- To enable students to learn about the world of work and be better prepared for the transition from education to work.



## Objectives

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To offer students opportunities to:

- Assess their own skills, abilities, and work values.
- Working alongside someone in a work situation.
- Following routines and schedules of the working day.
- Develop their CV.
- Practice interview skills.
- Understand and put into practice Health and Safety regulations.
- Develop knowledge of economic and industrial issues.
- Understand relationships in the workplace and work with others.
- Identify skills and knowledge required at work.
- Review the labour market information and understand changing patterns of work.
- Widen knowledge of a range of occupations.
- Develop career management skills: decision making, action planning, presentation and negotiation.
- Develop enterprise, employability and transferable skills in particular self-confidence, motivation, demonstrating initiative, problem solving, communication and ability to work with others.
- Following instructions in a work situation.
- Record work-related experience through Work Experience Logbooks (Level 2 only)

## Work Experience / Placement in Key Stage 5 curriculum

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The main areas which link the curriculum, and the work experience programme are:

- Personal and social education.
- Career's education and guidance.
- The actual work experiences.

## Delivery of the Work Experience / Placement programme.

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- Summer 2, block placement week for Year 12 level 3 students
- Enrichment opportunity for work experience throughout the Year for KS5 students.
- Level 2 students engage in Work experience opportunities (in groups or independently)
- Year 9 students – work shadowing day.
- Virtual work experience can be accessed during COVID, following guidance from the DFE.



# Management Responsibilities

## Role of the governors

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- Supporting the Work Experience programme.
- Dedicated governor

## Role of senior managers

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- Ensuring the aims and objectives of work experience are understood and valued throughout the College
- Determining the time and resources to be given to work experience, the pattern of provision, the relationship with the wider community and how the programme will be monitored.

## Role of Lead Placement Tutors (Level 2 Students)

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- Supporting the students through an induction programme.
- Supporting the aims and objectives of the Work Placement Programme through regular review meetings with the students.
- Visiting or telephoning the work placement for regular feedback on the student's progress.
- Completing observation records and course related assessment documentation where applicable.

## Procedure for SEND and Identified Vulnerable Students

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- All work experience placements for students will be discussed with the SENCO/ Inclusion manager, who will ensure they suit their capabilities and depending upon the individual case, may contact the provider to discuss individual support which may be required.
- A Young Persons Profile will be completed and passed onto the students work experience provider.
- Work experience (Virtual experience) through access to SEND careers pods (Developing through LEP, Raising Aspirations Funding) (Undergoing development due to COVID)

## Role and Responsibility of Students

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- Be pro-active in finding a placement and liaising with their LPT (Level 2).
- Behave appropriately whilst on placement and sign up to the MCC Work Experience Code of Conduct
- Notify the placement and the college in the event of absence for any reason on the first day of absence and on subsequent days
- Notify the college in the event of any accident sustained whilst on placement.
- NOT move placements without prior agreement.



## **Links with Placement Providers**

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The co-operation of employers is greatly valued by the college. Close working relationships with them will be fostered through the provision, by helpful written information, telephone or email contact, and visits to the premises. The needs of employers will always be given careful consideration. They will have the opportunity to be fully involved in all aspects of the work experience / placement programme. Students and staff will be encouraged to see themselves as ambassadors for the school in all their contacts with employers.

### **Employers will be asked to:**

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- Provide an induction programme which includes Health and Safety briefing and discussion of the student's goals and objectives.
- Provide a structured placement programme with a named supervisor who will support the student whilst on placement.
- Contribute to the assessment of the student on placement.
- Contribute to the evaluation of the work experience programme.

## **Links with Parents**

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Parents have a significant role in supporting students on their work experience / work placement. They are entitled to full information about the work experience programme and to contribute to its evaluation.

### **Parents will:**

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- Be given information about work experience / work placement by letter, with a request for them to sign the Parental Consent form for their son/daughter to undertake work experience / work placement.
- Be given copies of son/daughter's Risk Assessment in line with our school policy. (Alternative Provision)
- Inform us about any health problems or difficulties, which might be relevant to the type of work they should avoid.

## **Health & Safety**

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The health and safety of our students whilst on placement is of paramount importance. Health and safety checks of employers' premises are carried out by IOSH Health and Safety trained staff. (Alternative Provision)

Health and safety awareness is built into the induction Programme which every student completes. (Level 2)

No student will be allowed out on work experience / placement until all Minsthorpe Community College's Health & Safety procedures have been completed and the relevant permission forms have been returned.



Employers are asked to brief students on health and safety matters either on a pre-placement visit or at the beginning of the placement.

## **Resources**

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Human Resources will support with DBS checks where needed.



## Offsite provision - Documentation

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The documentation listed below, should all be completed correctly, before any Minsthorpe Community College student undertakes any Off-site learning provision

Description	When to completed	To be completed by	Retained by
Work Experience / Placement Tracker	To be updated when student has secured a placement.	College	College
Work Experience Code of Conduct.	Part of parental consent form, students sign to say they have read and understand	Student Parent/ Carer	College Student
Work Experience Parental Consent Form	To be completed prior to student commencing Off-site provision	Parent/Carer.	College
Placement Risk Assessment	Not required for P16 students. Year 9 students are in the care of parents who sign consent form.	College	College

*Agreed Version July 2021*



## Final Section

# Equality Assessment

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

## Policy Review Schedule

Policy last reviewed:	Due for next review:	Role Responsible:
Summer 2017	Summer 2018	AP Curriculum & Progression (SLE) CL (TDO)
Autumn 2019	Autumn 2020	AP Curriculum & Progression (SLE) CL (TDO)
Spring 2021	Autumn 2021	AP Curriculum & Progression (SLE) CL (TDO)
Autumn 2021	Autumn 2022	AP Curriculum & Progression (SLE) CL (TDO)

