



Work Experience Policy

Policy Update

Policy Lead Person: Careers/Work Experience/Alumni Co-ordinator

Reviewed/approved by: Governors' T&L Committee: 5th July 2018

Next Review Date due: by T&L Committee – July 2020

Work Experience Policy

Work experience is provided as an integral part of a broad, balanced, work-related curriculum.

PURPOSES:

- To introduce the concept of personal responsibility for Health & Safety.
- To offer all students the opportunity to gain first hand experience of the working world and to understand the importance of meeting deadlines in the adult world.
- To enrich the educational experience of all students by relating their work within school to the world of work outside the school.
- To develop personal and social skills of students through active learning situations outside the normal educational experience.
- To develop the confidence of students in relating to adults other than teachers.
- To develop students' abilities to appraise their own progress and achievement.
- To strengthen personal development to enable career choices to be made and achieved.
- To enable students to identify their employability status within the North Devon area and beyond.

GUIDELINES:

- Follow the Education Business Partnership – South West guidelines: failure to meet any of the prescribed deadlines may result in the students' participation in Work Experience being withdrawn.
- All students experience Health & Safety as part of the preparation for Work Experience.
- All students have the opportunity to select an activity which will give them experience of industry and/or commerce.
- Equal access available to all activities irrespective of students' gender, race or physical ability.
- Students are actively encouraged to consider placements beyond the limits of traditional gender roles.
- All members of Y10 tutorial staff are fully involved in the delivery, monitoring and evaluation of the programme.
- A wide variety of work-related activities is offered to the students to cater for all interests and the full ability range.
- The students' experiences are closely linked to the school's pastoral and profiling curriculum, and are recorded within the Progress File.
- The programme is to be seen as only a part of the school's commitment to partnerships between education and industry.
- Extended work experience will be appropriate for some students. A one or two week placement will be appropriate for the others.
- Adheres to the guidelines from the DCSF: "Extended Work Experience and Child Protection". "Work Related Learning and the Law". DBS checks are not necessary for

employers or students for placements less than 15 days. Students can travel 1:1 with an employer for short journeys e.g. a solicitor going to court.

Recommended and approved by: Governors' T&L Committee- 5/7/18

Review - 2020