

Tring School

Work Experience Policy

Policy Date: April 2017

Approved on: 23 April 2015

Review due: April 2020

Approved by: Full Governing Body

Work Experience Policy

What is our Work Experience Offer

Work Experience is an important part of both the school's Careers Education Programme and our We offer Work Experience opportunities for students including:

- Work Experience for Year 10 Health and Social Care students
- Extended Work Experience for targeted KS 4 students
- Work Experience for Year 12 students

1. The Government Policy Context for Work Experience and Work Related Learning

Government policy in the area of work-related learning and work experience is currently being formulated. Work-related learning is defined as 'planned activity designed to use the context of work to develop knowledge, skills and understanding useful in work'. It includes learning through the experience of work, learning about work, working practices and learning skills for work and can take place at all key stages.

Work Related Learning and Work Experience are not statutory activities, but are considered to be important stepping stones for a young person into work. Research studies suggest that young people value information on jobs and careers if obtained in a real workplace and through contacts with working people. Michael Hestletine in his 2012 Review of Economic Growth, 'No Stone Unturned in Pursuit of Growth', states, "We can increase the employability of young people by educating and enthusing them about the world of work and demonstrating to them the applicability of what they learnt in the classroom." The Report goes on to recommend that "Business engagement should be incorporated far deeper into the school curriculum."

In conclusion, there is current evidence and endorsement by Government to support Work Related Learning and in particular Work Experience placements.

2. Aims of Work Experience

Tring School promotes Work Experience as an important part of the learning journey to work for all students. It is often a student's first direct experience of the workplace. It has the potential to inform an individual student's overall preparation for working life. It has the following broad aims:

- It enhances students' CV for either university applications or future or future employment
- It helps develop students' employability and key skills
- It supports the delivery of Work Related Learning
- Providing careers education and guidance about the workplace
- It supports vocational courses
- It helps develop students' social and personal development skills.

Work experience placements therefore offer many benefits and learning opportunities. This also includes the following broad objectives:

a. Employability and Key Skills: insights into skills and attitudes required by particular sectors and employers; an opportunity to develop, practice and demonstrate key skills in a

work setting, for example recognizing hazards, assessing and controlling risks, working with others, ICT skills and improving own learning and performance; and an opportunity to develop pupils' understanding of the everyday expectations of employers and of responsibilities of employees in the workplace.

b. Careers Education and Guidance: better understanding of changes in the world of work and the implications these have for their own careers; to develop a better understanding of commerce, public services or industry; to recognise the relevance of their studies to the world outside; to provide an opportunity for students to broaden career aspirations, make informed decisions and become more aware of the importance of lifelong learning; and to address issues of stereotyping in career choice

d. Vocational Subjects: better understanding of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.

e. Personal and Social development: development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

f. General Subjects: opportunities to enhance students' understanding of a range of practical issues involving Health and Safety, economic and business issues, citizenship, and environment, literacy, numeracy and moral and social education

3. Our Contract with Hertfordshire Careers Service Ltd

Currently the school contracts with Youth Connexions Hertfordshire to deliver the service for students. At present they are the only supplier with the capacity to deliver the service for us. The project is no longer subsidised by Hertfordshire County Council and is funded from the school funds. This is closely monitored to ensure the offer is value for money.

This policy will be subject to triennial review through discussions with teaching staff; the school's Connexions personal adviser(s), students, parents, governors, advisory staff and other external partners.

ii) It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, Life Skills and citizenship, careers & education guidance, equal opportunities, health & safety, work-related learning and special needs.

iii) The school works closely with Youth Connexions Hertfordshire to plan and deliver the programme in the following way for Year 12 students.

- All students are entitled to a placement;
- The provision of placements is on an equal opportunities basis
- The provision of placements is clearly linked to learning objectives
- The importance of advising employers re: the curriculum and learning objectives and needs of students
- The importance of employers conducting adequate risk assessments;
- The importance of matching pupil placements taking into account any particular needs;
- The importance of pre-placement vetting and subsequent monitoring;
- The importance of using **only** approved places;
- The need for any staff in school visiting work placements to report on Health and Safety arrangements;
- The need for satisfactory documentation covering vetting, monitoring, pupil job descriptions, induction and supervision arrangements, including prohibited activities.

4. Service Level Agreement with Youth Connexions Hertfordshire

The School enters into a Service Agreement with YCH and must comply with the Terms and Conditions of Engagement. These include:

i) YCH and Tring School have a common law duty to look after the students in their care. For YCH this is a general responsibility and in relation to Tring School this is a specific responsibility for each individual student.

ii) The school recognises its duty of care towards students and must make sure that all students are briefed re: Health & Safety in the workplace and that placements meet national criteria re: Health & Safety. This is in line with the School's Health & Safety Policy.

iii) The school also recognises its responsibility to ensure that Child Protection issues are recognised in work placements provided and that students receive guidance on these issues.

iv) Every effort will be made for all students to receive a monitoring visit whilst on Work Experience. Staff carrying out visits will have had the opportunity for appropriate training and guidance. Where a visit cannot be made, then a student and their supervisor will be contacted by phone.

v) Students have the option of sourcing their own private placement or can make their Work Experience choices online using a programme known as Link 2 which can be accessed from the Careers section of the school website.

xii) A briefing is held for parents five months before the delivery of the Year 12 programme and procedures and paperwork explained. Parents have an opportunity to ask questions and take away the relevant forms.

xiii) Student progress on Work Experience is monitored by staff visits. Employers are encouraged to complete a formal assessment at the end of the project. Both student and parent views are sought on all aspects of the experience.

5. Extended Placements

- An extended work placement can provide some students with an opportunity to enhance their learning. A student can spend a day per week in the workplace over a period of a year.
- Extended placements are appropriate for those students who are following either vocational programmes including BTECs in vocational subjects and those who would benefit from following a work-related learning programme at key stage 4.
- Extended training placements require more thorough Health and Safety checks, including pre-placement vetting and subsequent monitoring, than the shorter-term co-ordinated work experience placements. YCH are contracted to deliver this for the school and carry out the required Health and Safety checks and monitoring on its behalf. Appropriate support for students with statements follows the student into the workplace, for example a Teaching Assistant may accompany them. Students with statements are monitored regularly. No extended training placement can commence

until procedures associated with Health and Safety have been completed and confirmation has been received by the school.

- Students have a tailored job description for their placement which is reviewed regularly, this allows them to develop their skills and knowledge, it will also support curriculum learning in school.

6. Management

All work experience is led by the Assistant Head working closely with Heads of House at KS4 and Head of Sixth Form at KS5. The Connexions Administrator administers the two projects and is the point of contact for students, parents and YCH.

7. Staffing and Delivery

i) All staff are expected to contribute to the Work Experience programme through their roles as tutors and subject teachers. Work Experience is planned, monitored and evaluated by the Connexions Administrator in consultation with YCH and the Management Team. The Connexions Administrator provides essential administrative support to both the work experience and careers programmes.

Information about Work Experience for parents can be found on the school website including all relevant paperwork. Information for students is displayed outside the Connexions Centre.

Tring School
Governing Body
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