**WEST DERBY SCHOOL**

**WORK EXPERIENCE POLICY**

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| Approved on: | 19 August 2020 |
| Next review date: | 31 July 2022 |
| Signed: |  S Graham (Headteacher) |

**WORK-RELATED TRAINING EXPECTED FOR POST-16 STUDENTS**

Work experience is a key component of Year 10 and Year 12 programmes. The term work experience refers to all forms of work-related activity including work tasters, running a student enterprise, participation in social action, volunteering or a work placement taken with an external employer. It aims to give young people the opportunity to develop their career choices, get a first taste of work, and develop those critical employability skills needed for real working conditions. All students are expected to undertake work experience or work-related training as part of their study programme, and for some students it can be the core aim of the study programme.

Common principles of a high-quality work placement are that it:

* is purposeful, offers challenge and is relevant to the young person’s study programme and career aspirations
* allows the student to apply the technical and practical skills learned in the classroom/workshop
* is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs
* has a structured plan for the duration of the placement which provides tangible outcomes for the student and employer
* has clear roles, responsibilities and expectations for the student and employer
* is followed by some form of reference or feedback from the employer based on the young person’s performance

**WORK EXPERIENCE AIMS**

Work experience is very important: it provides our students with a real insight into the world of work, and presents them with a first-hand opportunity to develop the skills they will need to successfully make the next step in their career or education. It is central to the curriculum as a key part of the non-qualification activity. It may comprise work experience, internships, taster days, as well as academic projects, or specific programmes to enable SEN students to prepare for adult life. Students also have access to a Careers Fair which brings our students into contact with the world of work.

In order to maximise the outcomes of work experience, it is important to be clear about the learning outcomes for students.

**1.** Generic skills: experiencing work, including following working routines, working with adults, undertaking new tasks, developing confidence. You may also wish to use the placements to focus on, for example, improving motivation by highlighting the links between learning in school and working life, or on raising awareness of opportunities in work or learning.

**2.** Understanding and developing employability skills.

**3.** Learning outcomes related to subjects. These are particularly relevant for students on vocational courses and are more often a feature of placements for post-16 learners.

**PERIOD AND TIMING OF WORK EXPERIENCE**

It is our intention that every student every student should complete a minimum period of two weeks of work experience by the end of year 10 and one week by the end of year 12. It will normally take place during the last half term of year 10 and 12, but should exceptional circumstances or opportunities arise, we shall do our best to accommodate them.

**ORGANISATION OF WORK EXPERIENCE**

For the academic year 2021-2022, West Derby School has entered into a contract with Elevate. It is the responsibility of Elevate to organise the work experience and to complete the necessary Health and Safety and Employer Liability checks, and liaise with West Derby School to communicate that these checks have taken place. Students will also be given the opportunity to organise their own work experience placements. This arrangement benefits the students in so far as it encourages them to use their initiative to find suitable placements, to make contact with employers and generally to negotiate with adults about issues to do with work experience. However, these self-placements will also be quality assured in terms of suitability, health and safety and employer liability insurance by Elevate and communicated to West Derby School for the purposes of quality assurance. The school reserves the right to withdraw students from the programme if there are significant concerns relating to poor behaviour, attendance etc. If a student is unable to secure a work placement after his/her own efforts, Elevate and WDS will assist in the search of a high-quality work placement.

**TIMELINE for 2021-2022**

**January 2022:** West Derby School will review the Elevate contact to ensure that it is for purpose.

**February 2022:** Students are given consent forms to complete with their parents agreeing to the terms and conditions of a work experience placement.

**February 2022**: Students are given a work experience selection form to indicate the type of work experience placement that they would prefer, how far they are prepared to travel and any concerns / comments that their PPL believes that employers / Elevate should be aware of. The forms also requires students to sign a data protection agreement, and for parents to share any health concerns about their son that may have health and safety implications. Finally, the form requires parents to show that they have again consented to their son taking part in work experience, that their son will abide by the conditions set out, that the school may also provide information about their son to Elevate and the employer. (See appendix A) If desired, students can also opt to find a placement for themselves. To this end they will be given a self-placement form (See appendix B). This form requires the same consents to be given by students and employers as the ‘selection form’, it also requires the employers to provide Elevate with their details, their employer liability insurance and to agree to a health and safety visit of their workplace by Elevate.

**May-June 2022:** Students will be given and taken through the Elevate Work Experience journal in their form / PSHE lessons to further understand what is expected of them in terms of work experience, i.e, safeguarding, contacting their employer beforehand, determining how they will get to and from their work experience, calling their employer before their work experience starts to introduce themselves, informing their employer and the school if they are going to be absent on any given day of their work experience, keeping a daily log of their work activities, asking their employer to complete a reference at the end of their placement etc. (See **appendix C).**

**May-June 2022**: Students will be given their work experience job descriptions. They should take this home to their parents to ensure that they are happy with their placements. Parents will also receive a letter regarding their son’s work experience (this will also be messaged out through Weduc). Any concerns should be reported to the school work experience co-ordinator Ms C Jones, or the Year 10 PPL Mrs Louise Murray, the Year 10 assistant PPL Mr P Leybourne (if a year 10 concern), the Heads of Sixth Form: Mrs R Williams and Mr S Donohue, or the assistant to the Heads of Sixth form Mrs P Speed (if a sixth form concern). The school reserves the right to withdraw any pupil from a work experience placement if we believe it to be unsuitable, or if we believe that there are significant behavioural or attendance concerns in advance of the placement.

**June 20th to July 1st 2022**: Year 10 will undertake their work experience placement. Before starting their placement, they will receive a safeguarding assembly in school to inform them of what they need to do to keep themselves safe when travelling to and from their placement, and whilst at their work experience placement. They will be reminded to contact the school immediately if they have any concerns during their work experience placement. Parents will be made aware via Weduc that this assembly is taking place.

**July 11th to July 15th**: Year 12 will undertake their work experience placement. They will receive a safeguarding assembly to inform them of what they need to do to keep themselves safe when travelling to and from their placement, and whilst at their work experience placement. They will be reminded to contact the school immediately if they have any concerns during their work experience placement. Parents will be made aware via Weduc that this assembly is taking place and what their sons have been told.

**July 2022:** Review work placement with Year 10 in form and PSHE lessons and discuss achievements with students. Work Experience journals to be held by school so they are ready for when students are writing their CV in Year 11.

**September 2022**: Review work placement with Year 12 (by then Year 13) in form and PSHE lessons and discuss achievements with students. Work Experience journals to be held by school so they are ready for when students are updating their CV in Year 13.

**TROUBLESHOOTING**

The school’s work experience co-ordinator Ms C Jones will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs, i.e. from planning through to evaluation. The co-ordinator will be required to refer any serious or significant problems to the Year 10 PPL and Heads of Sixth Form or Headteacher as appropriate. Parents and students will be given the name and contact details of Ms C Jones, Mrs L Murray and Mr P Leybourne for Year 10, and Ms C Jones, Mrs R Williams, Mr S Donohue and Ms P Speed for Year 12; all of these will be contactable through the school number and the school work experience group email.

School Details

Contact Person:

Ms Carmel Jones Assistant Headteacher: c.jones@westderbyschool.co.uk

**Year 10:**

Mr R Warwick Year 10 PPL: r.warwick@westderbyschool.co.uk

Mr A Moran Year 10 Assistant PPL: a.moran@westderbyschool.co.uk

**Year 12:**

Mrs R Williams Head of Sixth Form: r.dudley@westderbyschool.co.uk

Mr S Donohue Head of Sixth Form: s.donohue@westderbyschool.co.uk

Mrs P Speed Assistant to the Heads of Sixth Form: p.speed@westderbyschool.co.uk

**Address:**

West Derby School

364 West Derby Road

Liverpool L13 7HQ

**Further Information:**

http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm

https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/534922/Post\_16\_work\_experience\_guidance.pdf

https://schoolleaders.thekeysupport.com/curriculum-and-learning/secondary-and-further/work-experience-requirements/#section-1