



Work Experience Policy

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BACKGROUND

Work Experience forms part of our personalised curriculum for students in Key Stage 3, 4 and 5 . The programme provides work based learning opportunities for students and aims to build on work related projects such as mini-enterprise. As with most other programmes of study, there are good opportunities to integrate other important areas of the curriculum. It is likely that communication and literacy, numeracy and ICT will all be heavily incorporated into any vocational studies and careers work. It is important for students in the 14-19 age range to be given the opportunity to discuss and explore in detail the world of work and/or be given the opportunity to experience aspects of this in ways that will make the experiences relevant to them. This is linked to their ASDAN qualification pathway. Much useful work can be conducted within school and this would normally be the starting point for both looking at careers and the possibility of work experience.

DIFFERENTIATION

Learning activities are sufficiently differentiated to be of relevance to all students within the departments. Sensory aspects of visits and work around the school should be explored, together with opportunities for students to engage using the appropriate means of communication. It should also be acknowledged that there is a need to establish readiness for some aspects of the programme, in particular when placing students on external work experience placements.

PLACEMENTS

External Work experience placements may take place for days or half days over a short agreed period at any time during the school year. They might also take place as a block for a week or 2 weeks. They are either coordinated with the Lewisham work experience team or set up independently by the school. During this time, students will attend a place of employment where they will experience first- hand, but unpaid, the world of work. This will help them to understand:

- Working alongside someone in a work situation
- Learning about equipment used in the workplace
- Following routines and schedules of the working day
- Following instructions in a work situation
- Using tools and equipment in the workplace
- Communicating and interacting with colleagues
- Working independently or as part of a team
- Self-assessment and keeping a record of progress
- Identifying health and safety measures and hazards in the workplace
- The routine of a normal working day or shift
- A working environment outside the classroom

- The chance to learn new skills and perhaps wear uniform and use equipment and machinery

Additionally work experience may give pupils the opportunity to:

- Move towards developing personal skills, qualities and interests
- Move towards developing the self-confidence required in the wider world
- Make some connections between what students can learn at school and the world of work..

Employers who offer work experience and the Work experience co-ordinator spend time and take great care in arranging suitable work experience placements. Placements are arranged for individual students that are appropriate to their level of skills and independence and a suitable type of support built in. This is usually in the form of a member of school staff shadowing the student for the duration of the placement. In return students are expected to fit into their working environment and attend for the whole placement.

PROCEDURES AND PRACTICE

- The placement will be chosen by the WEX co-ordinator or Lewisham work experience team, in conjunction with the Student.
- All placements are carefully monitored by Drumbeat staff and/or Lewisham work experience team, including the Risk Assessment procedures.
- A briefing is held with the supervisor responsible to outline the particular needs of the student.
- The student will be shadowed by the co-ordinator or another member of Drumbeat staff, depending on placement.
- Students, parents/carers and teachers are kept informed and encouraged to contribute where possible to the placement.
- Details of employers are kept by the Work experience co-ordinator on a school database.
- Parental approval is required by law for all placements. Parents/carers must sign an acceptance form before commencement of placement.
- Students will be briefed on Health and Safety at Work procedures and will be inducted by the Employer on these procedures
- The student will keep a record of their experiences for recording and debriefing purposes.
- The employer will provide feedback about the placement and the student will review their progress at the end of the placement with staff support.
- The Work experience co-ordinator and the employer work very closely together to ensure that the duties offered individual students are appropriate to their ability and health and safety.

- The Work experience co-ordinator will visit the placement to ensure the employer is adhering to this agreement and not providing any other duties outside of the agreed contract.
- A placement may be extended through agreement by all the parties and if it does not impinge upon the curriculum.
- The school and the Employer reserve the right to terminate the placement if any student is deemed to have behaved in an inappropriate manner or the placement is no longer considered appropriate.
- The Work Experience coordinator works closely with Lewisham Local Authority to ensure that the local offer is well signposted and that supported internships are being developed.