

Colyton Grammar School WORK EXPERIENCE

Rationale

Thinking about Work Experience begins in Y7 and continues through to Y13. It helps inform the curriculum through subject lessons as well as running alongside it in PSHE. It allows students to experience and learn about the workplace and the skills and qualities valued in it. It gives students the opportunity to explore the viability of their career ideas. It also, very importantly, allows students to reflect upon themselves: their own skills and qualities and how they wish to develop them for employability.

Strategy

Year 11

1. Progression from Year 7:

From Year 7 students are made aware of the purpose, nature and effects of Work Experience through the annual assemblies from assemblies given by Y11 and Y12.

In Years 8 and 10, students are encouraged to consider their ideas for Work Experience through their Careers research work in PSHE. The Cascaid software programmes *Launchpad*, *Kudos* and *iCould* are used. Addresses and contacts for possible placements are found using the school's database, the online WEBVIEW database covering all placements dealt with by schools in Devon and the surrounding counties in partnership and there are paper copies available in the Careers Library.

2. Preparation for Y11 Work Experience

In Year 10, students are given lessons on the process of applying for jobs. They:

- design their own CVs;
- write draft Letters of Application;
- learn about how to use email and telephone for business purposes;
- Work-place written literacy skills are involved in Year 10 English Language lessons;
- learn about interviews.

These skills are then given a realistic context in the application route for Work Experience. Students are encouraged through tutors and the Work Experience co-ordinator to discuss plans, problems and updates. Meeting the deadline for the finalised acceptance is an essential part of the Work Experience process.

Before going to their placements all students are briefed through tutorials and assemblies:

- Health and Safety in the work place;
- Self presentation;
- Employability skills;
- Use of log books.

3. Y11 Work Experience

The placement is designed so that students:

- Gain awareness of a work environment;

- Observe the skills and personal qualities required in the work place;
- Practise these skills themselves;
- Interview an employer/employee on the nature of their working life, occupational access routes and training.

4. Evaluation of Y11 Work Experience

The school will evaluate through:

- feedback from Careers South West placement-checkers;
- evaluation forms from staff visits and telephone calls to students on placements;
- evaluation forms from supervisors on placements;
- PSHE tutorials within tutor groups.

Students reflect on their experiences through:

- log book diaries;
- post-Work Experience tutorials;
- evaluation forms from supervisors on placements;
- Where appropriate within curriculum subjects;
- Discussion with peers in tutor groups.

Awareness of the work experience programme is communicated:

- To the whole school through a structured and rehearsed assembly, involving students discussing their experiences, reflecting on how this has affected careers ideas and their understanding of the work-place (this can be done in person or through a film produced by the Media Technician, consisting of footage of students on placement and subsequent interviews);
- To parents through a report in Parents' Newsletter (with list of comments on students from employers).

Year 12

1. Progression to Year 12

Students use their reflection on/evaluation of their Year 11 Work Experience as the beginning of the preparation for Work Experience in Year 12. The introduction of the HE programme directly shows the links between HE application and Work Experience.

2. The distinctive nature of Y12 Work Experience

Many aspects of the structure of the programme in Year 12 are similar to those in Year 11. However, the Year 12 programme is distinctive in that students can consider:

- More enterprising/challenging ideas for placements;
- Placements abroad for linguists;
- Placements more focussed on HE options and specific career considerations;
- A different aspect of a broad-based occupational area already experienced in Y11 (e.g. within medicine/journalism/law);
- An entirely different occupational area following review of Year 11 Work Experience/changing career ideas.

3. Ongoing Work Experience in the Sixth Form

Gifted and Talented students applying for highly-contested places on the most popular HE courses often take further Work Experience placements outside of school time as a demonstration of their initiative and enthusiasm for a related vocational area.

Through the Colyton Baccalaureate programme, students are engaged in further placements in e.g. voluntary work, especially where this is relevant to their career and Higher Education plans.

Child Protection And Work Experience

A list of participating students is given to the designated Child Protection teacher prior to the work experience in order to assess suitability.

Each work experience placement is individually risk-assessed, bearing in mind:

- The maturity and experience of the student;
- Their likely behaviour;
- The advice and wishes of their parent or guardian;
- The likelihood of unsuitable adult role-models having regular, unsupervised access to the student;
- The potential risks of the activity;
- The environment of the placement.

All placements for students in Year 11 are vetted by Careers South West.

Each placement is required to complete its own Risk Assessment which is passed on to parents where risks and controls in place to limit them have been identified. An agreement setting out the employer's responsibilities is signed and, for placements in Y12 that are not vetted by CSW, a copy of the placement's Employer's Liability Insurance is requested and kept on file.

All participating students are given talks from the Work-Experience Co-ordinator on how to deal with harassment and personal safety issues on work experience.

Students going on construction and workshop placements and those involving animals are given additional, compulsory Health and Safety briefings using specialised resources to prepare them for working in these fields.

Single-employer placements are not permitted except in exceptional circumstances, and only through agreement with the Headteacher and Work Experience Co-ordinator.

Where concerns arise, the Headteacher, Work Experience Co-ordinator and designated Child Protection teacher consult on the safety of a placement.

Students on work experience are visited by staff (or contacted by phone when circumstances prevent a visit). Their evaluation of a placement is required after work experience.

DBS Checks By Employers

There is no requirement for employers to carry out an enhanced Disclosure and Barring Services check on their staff supervising young people aged 16-17 – see "Making Work Experience Work For You", DfE 2013.

Equality Impact Assessment

No equality issues have been identified with this policy.

Consultation

Consultation has taken place with the key staff involved and with trustees.