



SIR ROBERT PATTINSON ACADEMY

WORK EXPERIENCE POLICY

Date Reviewed in School:	February 2024
Date approved by Governors:	22 April 2024
Review Date:	March 2027

WORK EXPERIENCE PROTOCOL

Head Teacher
Careers Leader
Careers & Director

Mr D J Hardy
Mr J Griffiths
Mrs S Mather

DEFINITION

“A placement on an employers premises in which a learner carries out a particular task or duty, more or less as would an employee, but with the emphasis on the learning aspects of the experience.”(DFEE 1999)

RELEVANCE OF WORK EXPERIENCE

Work experience provides opportunities for learning about the skills and personal qualities, careers, roles and structures that exist within a work place or organisation. Gatsby Benchmark 5 / 6

Work experience takes place at Key Stage 5 during the spring term of year 12.

AIMS AND OBJECTIVES

- To ensure that work experience is integrated into the curriculum and forms part of the work related activities in the careers curriculum.
- To help students understand the link between the school curriculum and the world of work. Gatsby Benchmark 4
- To enable students to gain “first hand” experience of the world of work
- To develop individual strengths and weaknesses. Gatsby Benchmark 6
- To enhance the Knowledge, Understanding, Skills and Attitudes of students.
- Identification and development of transferrable skills in particular:

Communication
Working with Others
IT
Numeracy
Problem Solving
Improving Own Learning and Performance

- To provide students with the opportunity to work with adults other than teachers. To help students to understand and appreciate the demands of working life. Gatsby Benchmark 5 / 6
- To develop economic awareness and enterprise skills.
- To become more aware of career opportunities within the world of work.
- To increase students’ awareness of their own and their employer’s responsibilities within the workplace for Health and Safety.
- To understand the rights, responsibilities and obligations associated with equal opportunities, both within work and school.

STUDENTS' ENTITLEMENT

- All students will receive preparation, briefing, debriefing and follow up for work experience and other opportunities through their Personal Development (PD) programme.
- The aims and procedures for the work experience programme will be communicated to students, staff, parents and placement providers.
- The preparation programme covers:
 - Health and Safety
 - Equal Opportunities
 - Employer Expectations
 - Key Skill Awareness
 - Interview Skills
 - CV's and Letter of Applications
 - Completion of Work Experience Record Books.
- The Academy will endeavour to support each student in their quest to find a placement of their choice wherever possible for a one-week period.
- Students will be encouraged to prepare for work experience thoroughly and professionally. This may include telephoning an employer, attending an interview, discussing the placement with the employer, planning travel arrangements and other requirements such as packed lunch.
- All students will attend a welcome back assembly and take part in a debrief session within the Academy.
- Students to be awarded a certificate which contributes towards the successful completion of the RP6th Skills and Character Development Diploma.

THE CAREERS AND EMPLOYABILITY CO-ORDINATOR

- Will ensure that each student has a copy of the job description, prohibition and risk assessments of their son/daughter's placement before going on Work Experience in accordance with the Young Persons at Work Regulations 1997.
- Will ensure that each placement is satisfactorily pre-vetted by competent persons from Safety Measures.
- Will act as the Academy's contact point for students and employers throughout work experience in case of any difficulties
- Will report any accidents to parents, Safety Measures, the Head Teacher and other relevant bodies.
- Will ensure that all students receive a Work Experience Student Record Book and support to complete it fully.
- Will encourage employers to provide quality experience by implementing a planned programme to meet the student aims and objectives.
- Will ensure that each student receives a proper induction on placement to include Health and Safety issues.

- Will ensure that all work experience providers are aware that they are required to adhere to responsibilities with the regulations laid down in the Health and safety at Work Regulations 1999 and the Equality Act 2010.
- Will ensure that the placement meets the requirements of the Academy's Equal Opportunities Policy.
- Will ensure that staff monitor all students during their placement and that relevant parties follow up any concerns.
- Will ensure that the programme is evaluated through student, staff, parent and employer feedback.
- Will ensure that the programme is evaluated by its stated aims and objectives to ensure continuous improvement to achieve the quality required.

Policies

Other Academy policies referred to:
Equal Opportunities
Careers Education & Guidance/WRL
Child Protection
Safeguarding
SEND