



**Harbour
School**
Dorset

Work Experience Policy

Next review: Sept 2021

Introduction

Work experience is defined as ‘a placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.’ (DfES, 2002). We provide these opportunities with both a range of quality assured local employers and within our own micro enterprises.

The 1996 Education Act enables students in their last 2 years of compulsory education (Years 10 and 11) to participate in work experience. Please note that even with recent changes to Raising the Participation Age (RPA) the act will continue to allow learners who are ‘age wise’ in Years 10 and 11 to continue with work experience.

The Harbour School offers both block and extended work experience placements to students depending on their individual curriculum. Block placements are carried out on consecutive days and traditionally last for 1 or 2 weeks. Extended placements are weekly placements of one day a week that are repeated for an agreed period throughout the year. These may lead to internships for pupils in Years 12 and 13. We also offer work experience taster days when we invite employers into school to provide pupils with a real pre- work experience within the ‘safe’ environment of school.

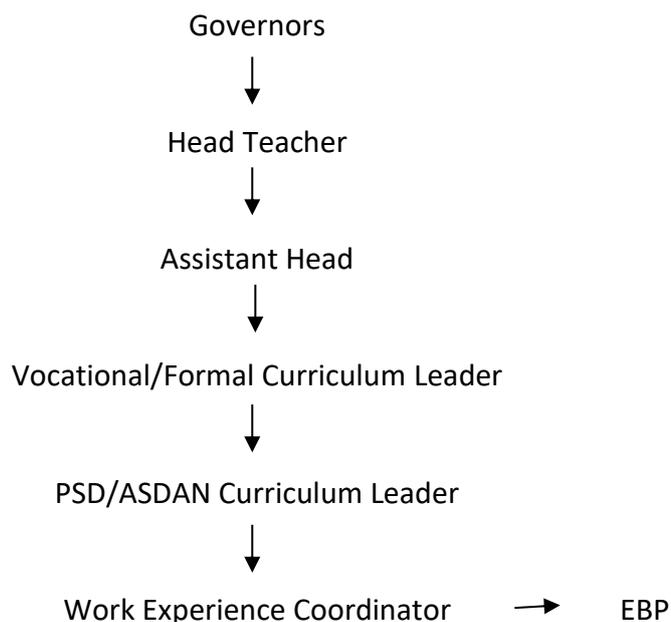
Aims

The Harbour School believes that all individuals are of value and should be given the opportunity to learn and develop potential. Our overarching aim is to enable young people to develop their full potential leading to positive futures. Work Experience is very much a part of this and can lead to greatly enhanced life chances for our students, offering them the chance to succeed in adult life and learn new skills.

Those that take part in work experience are likely to benefit in the following areas:

- Employability – developing key skills within the work place
- Career management – gaining a better understanding of their skills and interests in relation to the work place
- Vocational – having ‘real’ experiences to underpin their learning within vocational subjects
- Personal and Social – increasing confidence, maturity and resilience

Key Staff



Roles and responsibilities

The governors are responsible for ensuring that the delivery of Work Related Learning (WRL) meets statutory requirements. They also ensure that the school conforms to all legal requirements with regard to health and safety issues.

The Head Teacher ensures that adequate resources are made for the provision of WRL and that quality standards for WRL are maintained.

The Assistant Head and Curriculum Leaders (for both the vocational and formal curriculum) oversee the development of WRL within school and ensure that it is embedded within all areas of the curriculum.

The Personal and Social Development (PSD) and ASDAN Curriculum Leader works in conjunction with relevant staff such as senior management, the Careers Adviser/Work Experience Co-ordinator, Teachers, and Learning Mentors to monitor review and develop coherent WRL programmes.

The Careers Adviser/Work Experience Co-ordinator is responsible for coordinating the work experience programme to include planning, monitoring and evaluating the programme in consultation with Education Business Partnership (EBP) who provide specialist support. This includes attendance at local WRL meetings and conferences, which provide opportunities for continuing professional development. The Co-ordinator is responsible for ensuring that students have an appropriate work experience placement through liaison with school staff, parents, employers and EBP. They are responsible for supporting students to identify and secure placements, to maintain these placements, to carry out placement visits and undertake all administrative duties relating to the programme.

EBP provides a service under contract to facilitate placements on behalf of The Harbour School and takes on the role of the 'organiser'. EBP ensure that the health and safety of

placement providers adheres to Health and Safety Procurements Standards. Specific duties and responsibilities to include safeguarding and health and safety are set out in the EBP Educational Establishments Guidance for Work Experience document attached.

Delivery

Preparation for work experience takes place as part of the curriculum including Personal and Social Development (PSD) lessons, ASDAN units, vocational lessons and 1:1 support via the school's Careers Adviser.

When ready students work alongside the Careers Adviser/Work Experience Co-ordinator and teaching staff to identify placements of interest and have access to the EBP Webview Database.

Students work with the Careers Adviser/Work Experience Co-ordinator to make contact with placements of interest and organise interviews once employers are in agreement. The Careers Adviser/Work Experience Co-ordinator prepares students for the interview process and accompanies students throughout the interview.

The Careers Adviser/Work Experience Co-ordinator makes contact with EBP via Webview who carry out placement checks if necessary before approving the placement. The Careers Adviser/Work Experience Co-ordinator then gathers signatures for the 3-Way Agreement Form to include the declaration of any health issues.

Attendance and progress are monitored during the placement. The Work Experience Co-ordinator and Education Welfare Staff at The Harbour School monitor student attendance as agreed with the employer. Progress is monitored by a placement visit (once a term for extended placements and one visit for block placements. Contact is also maintained with employers via telephone and email.

Employers are presented with a Certificate of Appreciation for successful placements. Employers and students are asked to complete feedback at the end of the placement.

Payment

During the work placement students are classified as children in education, not as employees and therefore have no right to expect or receive payment in any form. Consequently students must not be used in place of regular employers and must not undertake work of a repetitive or long-term nature beyond what would be classified as reasonable practice of a particular skill.

Hours of Work

The number of hours worked can be agreed by the employer, The Harbour School and student. EBP recommends that KS4 learners should undertake work between the hours of 7am and 9pm and for no more than 37 hours in any one week (8 hours in one day).

References

This policy has taken into consideration and links with the following:

- EBP Work Experience Policy Guidance
<http://dorset.learnaboutwork.org/docs/EBP-SW%20Work%20Experience%20Policy%20%20Guidance%20PDF.pdf>
- Work Experience: A Guide for Secondary Schools 2002
<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eOrderingDownload/SPDWES0102REV.pdf>
- The Education Act 1996
<http://www.legislation.gov.uk/ukpga/1996/56/section/560>
- Safeguarding <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- HSE – Young People and Work Experience
<http://www.hse.gov.uk/youngpeople/workexperience/>
- The Harbour School Work Experience Visit Sheet – See attached

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