



**Cleeve Park
School**

Work Experience Policy

May 2019

This Policy links in to and should be read in conjunction with our following policies:

- PSHE
- Careers Policy
- Equality information and objectives Policy

What is work experience?

A work experience placement is when a student goes to work for an employer for a short period of time without pay. The placement should involve the student shadowing as many people in as many areas of the business as possible. This should enable them to get a feel for all aspects of a possible career in this field.

Aims and Objectives

Ofsted in its Economics, Business and Enterprise Education Report 2011 and the Government in its 2017 review of CEIAG emphasised the importance that should be placed on schools developing links with businesses and employers in order to enhance the curriculum and student achievement; work experience is a key part of this. In particular, by the age of 14, students are starting to make decisions about their possible career paths, however up until now they have had virtually no experience of the world of work. If they are to make the right decisions, they need to gain an understanding of what it's like to work; ideally with an employer from the career path they think may be for them.

For the students

It gives the student a chance to:

- See for the first time what 'going to work' in their prospective future career is all about.
- Get involved in and help out in as many areas of the business as possible.
- Make decisions about whether this is the right career path for them.
- Gain an invaluable extra dimension to their CV and/or university application.
- Develop their maturity; including developing their motivation, self - confidence and interpersonal skills.
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For the Employers

It gives the employer a chance to:

- Improve the quality and preparedness of students for the world of work.
- Inspire the future generation and influence their future career choice.
- Develop recruitment channels, by building links with local schools and attracting students to part time jobs, when still at school, or to jobs after school.
- Have a fresh pair of eyes provide a new perspective on the business.
- Have a keen pair of hands to help out for a period.

For the School

It gives the school a chance to:

- Build and maintain business links within the local community.
- Develop a well-rounded individual; ready for the world of work, as part of the work related learning/careers (AIG) part of the national curriculum.
- Help students focus on potential future career paths, so as to help motivate them to achieve their best academic results; thus helping to improve the overall school results at GCSE and A level.

How the process of work experience is managed?

Work experience at Cleeve Park School comprises 2 weeks of compulsory work experience for year 12, after their end of year exams. In addition, voluntary work experience for KS4, during holidays will be actively encouraged for students looking to enter medical, veterinary and Physiotherapy careers and students who are unlikely to return in KS5. This voluntary work experience will be under their parents' responsibility.

Procedures for the school

Responsibility for work experience is the responsibility of schools to ensure placements comply with health and safety regulations and are managed just as any 'trip' or 'visit' involving students should be managed. The government advises that all high to medium risk placements must be visited. In addition, ideally all placements should be visited at least once every 3 years, but schools should use their discretion as required.

The body carrying out any health and safety checks will be liable under their public liability insurance for any liabilities, should they arise, from a placement. Bromley EBP is being employed to provide this service so will be liable for all placements where they have carried out a check. Any placements that are deemed by the school to be of so low risk as to not warrant a visit/check will be covered under the school's policy and not Bromley EBP.

The following placements are very low risk:

- Schools.
- Branches of large organisations where the organisation has been visited and has comprehensive insurance, but not necessarily the actual branch where the student is placed e.g. HSBC.

Overall responsibility for the structure and management of work experience at Cleeve Park School lies with the Careers Leader. Whose duties include:

- Responsibility for any policy decisions at any time on any issue.
- On-going development and management of the overall WEX school strategy.
- Co-ordination and management of the team.
- 'Front man' for the school – carrying out presentations, assemblies, interface with outside consultants etc.
- Producing any material e.g. 'Guide to writing CVs', briefing letters etc.

Responsibility for the day to day co-ordination of WEX lies with the work experience Co-ordinator.

Whose duties include:

- Providing advice and guidance to students about obtaining placements (both work experience and summer holiday placements).
- Administration of forms (checking filled in correctly, photocopied, logged on system).
- Chasing up placements.
- Chasing and briefing tutors to chase students.
- Talking to parents.
- Cancellations and amendments.
- Sending chasing letters.
- Dealing with any issues whilst students are on placements.
- Building a database of companies.
- Building links with local companies.
- Arranging briefing of students (health and safety).

- Organising teachers to visit/phone WEX placements ready for July.
- Writing to companies to thank them for having a student last year and asking them if they would like one this year.

Procedures for the students

The students are informed about WEX and other careers CEIAG from year 7 upwards and receive an in depth briefing at the start of Year 12 (this early briefing is essential for placements such as medicine), with a letter going home to parents.

The students are chased throughout Year 12 to organise their placement. The school provides guidance and advice on where and how to find a placement. The deadline for this is Easter of the year of the placement. It is the students' responsibility, not the school's, to organise their placement.

The school provides a Health and Safety briefing as close to the timing of the placement as possible and Bromley EBP provide a placement booklet for students to keep a diary of their experiences.

The school briefs the employers, via their 'Guide to work experience' booklet, about 6 weeks prior to the placement and a feedback form is included in the booklet to enable employers to provide feedback on both the process and the specific student (for them to use in CVs/UCAS applications).

The WEX Co-ordinator undertakes phone calls during the placements.

The students are debriefed as soon after the placement as possible, where emphasis is placed on using their experience to inform CV/UCAS personal statement writing and choosing of career paths.

The review process and success criteria

The WEX process is reviewed annually during early September with a view to constantly improving the process, with the aid of feedback from students, staff and employers. Success will be assessed against the Ofsted criteria and Gatsby Benchmarks.

<p>Policy review date: May 2020</p> <p>To be reviewed by: Assistant Head KS5</p>
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