

# Honiton Community College Academy Trust



This Policy was adopted by the Governing Body of  
Honiton Community College Academy Trust  
on 13<sup>th</sup> July 2016  
and will be reviewed every 3 years.

# WORK EXPERIENCE POLICY

## **Introduction**

Honiton Community College recognises the value of work experience and it is viewed as an integral part of College activity. The curriculum is enriched by the work that the students do in preparation, during and the follow-up for work experience. The College also holds firm with the opinion that students that leave us will be better prepared for the world of employment after work experience.

## **Aims and Objectives of Work Experience**

- To promote the knowledge of employment and to develop the student's employability skills
- To promote personal development
- To promote better understanding of vocational subjects
- To assist development of PSHE skills in the workplace, such as working as part of a team
- To develop an understanding of health and safety in the workplace
- To help motivate students in choosing a future career
- To give confidence to students outside of College.

## **General**

At present, students must be in Year 10, or above to participate in work experience. Honiton Community College participates in three types of work experience:

- Year 10 block week
- Post-16 optional block week
- Extended placements for Year 10/11 NVQ, WASSP and vocational students.

Students may choose their own placements, however they are discouraged from working with relatives. Similarly, if the student already has a part time job, then to choose a different placement from the one that they already attend.

## **YEAR 10 WORK EXPERIENCE**

As part of their careers programme, all Year 10 students undertake a one week work experience placement in the summer term.

## **Preparation**

Students start to work towards finding a placement from October half term, in their own time and registration, after an Impact Day to introduce Work Experience. They also receive advice from their tutor and the Work Experience Officer on how to go about this. The College also encourages the use of websites and other sources of information/advice.

## **Application**

Students should apply for a work experience placement as soon as possible into Year 10. All students are issued with an individual pin number to access *Webview* (the Devon Education and Business Partnership [DEBP] website) in order to help them find a placement. If a suitable placement cannot be found help is available from the Work Experience Officer.

## **Prior to the Placement**

Once the student has a confirmed placement they need to hand in the completed application form to the Work Experience Officer. This is completed and signed by both the employer and parent advising of any risk assessment and medical conditions of the student.

## **Health and Safety**

Employers sign an agreement to declare that they have both Public and Employer's Liability. Also, once the paperwork is complete, the DEBP is asked to check this and complete a health and safety check on the employer on behalf of the College. If the check fails then the placement will not be authorised and the student will be required to find an alternative placement. Students will not be allowed on placements without the completed paperwork and employer health and safety clearance as they will not be insured.

Employers complete a risk assessment summarising significant risks to the student and sign to say that the student will not be placed in an environment where there is the likelihood of serious risk to his/her health and safety.

Before attending their placement all students take part in a work experience preparation programme including health and safety briefings.

## **Safeguarding**

The designated person for Child Protection and Safeguarding and the Head of SEN must authorise every placement before it takes place and advise what to do in individual circumstances.

## **Placements outside of Devon**

Students are able to look for placements outside the locality if they have suitable accommodation in other parts of the country (i.e. with relatives). A charge will then be made to parents for the checking fee for placements outside of Devon, Dorset, Somerset and Cornwall. This is payable before the check can take place. Most counties charge approximately £30, but in London this may rise to approximately £50-60.

## **Parents**

Parental involvement in work experience is essential, and parental approval for the placement is obtained in writing prior to the placement. Parents are contacted by post at the beginning of the application process and again, prior to the students going out to their placement.

### **During the placement**

All students are given a journal to complete during their work experience, and a member of staff will visit them at their place of work to check on progress (by phone, if the placement is out of the area).

### **Feedback**

Employers are asked to complete reports on their students at the end of the placement. Employers also have the opportunity to nominate well-performing students for certificates and awards. The reports are kept by their Head of Year for use as reference for the future.

Upon completion of work experience, students will participate in an off-timetable debrief day whereby they will discuss and share their experiences with their tutor group. They will also produce a PowerPoint showing a typical day at their placement. The best of these presentations are shown at a work experience presentation morning when employers are invited into College to share in the celebrations.

## **POST-16 WORK EXPERIENCE**

Sixth Form students are encouraged to take an optional work placement for one week; generally, the week immediately following the February half-term. Post-16 placements are chosen by students to help determine career pathways or enhance their university applications. This opportunity is available to both Year 12 and 13 students.

## **EXTENDED WORK PLACEMENTS**

Extended work placements take place generally for one day each week during term time only. From September 2013, these placements will be for a half-day per week. Students who are offered this type of placement are either:

- Blue Pathway students (Years 10/11)
- WASSP students
- Vocational students studying subjects such as Health and Social Care where an element of work placement is required as part of their coursework.

Students remain at their placement for short periods such as six weeks, or for anything up to two years.

Anyone who behaves poorly or in a dangerous way may find themselves asked to leave a work placement. The College would expect the students and their parents/carers to organise a new placement as soon as possible. Failure to adhere to this will result in the student working with

our premises team until a suitable placement is secured. Punitive measures may be used in addition to this depending upon the nature of the behaviour.

**Key Personnel**

Assistant Principal (Partnerships and Opportunities)

Year 10 Tutors, HOL and SWC

Work Experience Administrator

*This policy will be reviewed every three years for any changes in statutory requirements/change in College policy.*

## DOCUMENT CHANGE HISTORY

### **YEAR 10 WORK EXPERIENCE**

**Preparation** - 'Students start to work towards finding a placement from October half term, in their own time and registration, after an Impact Day to introduce Work Experience. They also receive advice from their tutor and the Work Experience Officer on how to go about this.' - **added.**

**Health and Safety** - Sentence 2 'And' **amended to** 'Also'

**Feedback** - Paragraph 3 'When students return to College in September they all will receive a post-work experience interview, with members of ELT and governors. This interview is combined with their aspirations for KS5; staying on in to the Sixth Form, subject choices, moving on to college or university' - **removed.**

### **EXTENDED WORK PLACEMENTS**

Paragraph 1, Sentence 2 - 'From September 2013, these placements will be for a half day per week' – **added.**

**Attendance at placement, Paragraph 3** - 'A system is now in existence whereby extended work placement students must carry with them a report card which their employer signs each week to confirm the student's attendance. Well-performing and attending students will be entered into a draw each half-term for prize vouchers; the corresponding employer of the winner will each receive a prize as well (hamper or similar)' - **removed.**

**Key Personnel** – 'Year 10 Tutors, HOL and SWC' - **added.**

**Final Sentence** '*This policy will be reviewed annually...*' **amended to** '*This policy will be reviewed every three years...*'.