



**BELLE VUE**  
GIRLS' ACADEMY

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## Work Experience Policy

<b>Reviewed by</b>	<b>Approved by</b>	<b>Date of Approval</b>	<b>Next Review Date</b>
SC, VDU	LGB	May 24	May 25

## Introduction

The Department for Education (DfE) defines work experience 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." A placement that takes place on an employer's premises gives our students the opportunity to carry out a range of tasks in much the same way as an employee, with the emphasis on learning from the experience. Work experience provides opportunities for learning about the skills, behaviours, careers, roles and structures that exist within a workplace or organisation.

Work Experience can be classified as either: Block - the placement takes place over 4 to 10 consecutive working days. Extended - the placement takes place on 1 or 2 days per week over a period of time. Our Year 10 students are offered a one week work placement in an area of their choice.

Belle Vue Girls' Work Experience programme is run in partnership with the Xperience Team at Bradford Council. All placements are booked through the Xperience Team who carefully check all placements for suitability.

## Aims of the programme

Through our work experience programme we aim to meet Gatsby Benchmarks 5&6:

**Benchmark 5:** Encounters with employers and employees - Schools and colleges should organise for students to speak with employers and employees.

**Benchmark 6:** Experiences of workplaces - Each student should have the opportunity to experience the world of work first hand. This will enable students to explore different career pathways and extend their network.

To do this we aim to provide all Year 10 students with the opportunity to learn from direct experiences of the workplace. We will

- provide opportunities for students to develop knowledge and understanding of employers and employment
- develop employability skills (for example, through problem-solving activities, work simulations, and mock interviews)
- provide a coordinated and systematic approach to Work Experience
- provide the opportunity for students to evaluate the placement
- provide evidence to be recorded on UniFrog for a student's own 'Record of Achievement'

## Student Entitlement

Our students are entitled to receive:

- Work experience appropriate to their learning needs.
- Work experience in an employment area of their choice where possible (Year 10)
- A learning programme designed to prepare them for placement.
- Guidance and support while on placement.
- Students and parents have the right to expect that all precautions will be taken to ensure the placement fulfils health and safety requirements. Our student's health and safety is paramount during their placement.

## Objectives and benefits for students

Through the work experience programme students should:

- Improve their self-knowledge regarding their own strengths enabling them to see their own place within the working community.
- Improve their social skills appropriate to work - e.g. teamwork, mixing with adults other than teachers, self-presentation and punctuality.

- Improve their self-confidence.
- Be able to make more informed decisions and choices regarding their future career pathway.
- Give employers and businesses a positive view of Belle Vue Girls Academy and encourage employers to approach school directly when they have opportunities and vacancies available.

### Year 10 Programme Outline

October	<p>Assembly detailing the WEX programme and information around making choices.</p> <p>Students asked to write a mini personal statement and select 3 areas of employment they would like to gain knowledge and experience</p> <p>Gain signed consent of each student</p>
May	<ul style="list-style-type: none"> <li>• Preplacement preparation assembly</li> <li>• Health and Safety talk</li> <li>• Placement information given to students.</li> <li>• Initial contact made by the students to arrange preplacement visit.</li> <li>• Work Experience Risk Assessment signed by Student, Employer, Parent/Carer</li> </ul>
June	<ul style="list-style-type: none"> <li>• Final assembly before placements commence reiterating health and safety and expectations.</li> <li>• One week placements attended and monitored</li> <li>• Debrief</li> <li>• Employers to receive a thank you letter from the students.</li> <li>• Students to receive a certificate of attendance and appreciation from school</li> </ul>

### Placement preparation

All pupils involved in a work experience placement will participate in preparatory work prior to a placement. This will include:

- Health and Safety Training run by Keighley Worksafe or a member of school staff.
- A detailed explanation of the work experience programme, its purpose, and what is expected of them.
- Pre placement visit/interview
- Information on keeping a placement diary/journal

### Allocating Placements

All external work experience placements are booked through the Xperience Team at Bradford Council who carefully check all placements for suitability. This includes health and safety checks on the employer's premises as well as checks on the employer's public and employer liability insurance arrangements. Where pupils wish to arrange their own placement, details of the placement are given to Xperience who will arrange for the necessary suitability and health and safety checks to be undertaken.

Students home address and travel arrangements are taken into consideration when placements are allocated and every effort is made to place them somewhere that is easily accessible by foot or public transport.

### Year 10

Students are asked to complete a choices form: writing a mini personal statement and selecting three areas in which they would like to attend a placement. They are encouraged to look at areas which reflect their interests and possible career aspirations. Their personal statement, choices, ability and feedback from form tutors (in terms of attendance and behaviour) is then used to find a suitable placement.

Placements are generally within the Bradford district but where students are happy to travel placements are sourced further afield (Leeds city centre) which can open up additional opportunities. Students have the option of being able to arrange their own placement or school will arrange it for them.

Students will only access placements with approved employers who are recognised as experienced providers of work experience placements.

Once a placement has been confirmed students will receive documentation from Xperience:

- Job description:
  - Company contact
  - Key tasks
  - Expectations
- Risk Assessment
  - Risk Level
  - Risk/Control measures
  - Details of anything they are prohibited from or using

Students are then encouraged to make contact with the lead person at the placement to introduce themselves and arrange a pre-placement visit.

No student will attend a placement until:

- All health and safety and insurance checks have been made
- All documentation is signed by the student, the employer and a parent/guardian.

### **Equal Opportunities for all students**

All pupils regardless of culture, gender, ability, social background or physical ability must have equal access to work experience and to all available placements. A student's medical or health condition will be taken into consideration prior to organising a work experience placement if it is in their best interest. Students with additional needs may attend placement on a reduced schedule and be accompanied by a member of school staff to ensure their wellbeing and safety.

### **Monitoring**

It is a requirement of the HSE that all work experience placements are monitored.

All placements are monitored through teacher visits to the student's work placement. Staff on monitoring visits should ask the students about the tasks that they are performing and the level of supervision and training that they have received, if this is believed to be insufficient, it will be raised immediately so appropriate action can be taken. There must be a written record of each visit or telephone contact.

### **Year 10**

- A phone call on the first/second day of the placement to ensure the student has arrived safely and on time, and to arrange a convenient time for them to be visited by a member of school staff.

Students are asked to complete a Work Experience Journal detailing:

- Placement and Employer details
- Day to day diary
- Training received
- Employer comments/assessment
- Personal reflection

It is a requirement of the HSE that all work experience placements are monitored. These visits provide a useful opportunity to ask students if they have any health and safety concerns and to discuss the practical ways in which risks are controlled. Staff on monitoring visits should ask

the students about the tasks that they are performing and the level of supervision that they have received. If the level of supervision is believed to be insufficient, this should be raised with the employer and school and so that action can be taken. There is a checklist for Teacher Visits and a record of all visits made.

- There must be a written record of each visit or telephone contact including information on health and safety.

### **Debriefing Programme**

Once back in school the students are encouraged to reflect on their work experience and think about the differences between school and the workplace. Students are encouraged to write a thank you letter to their employer.

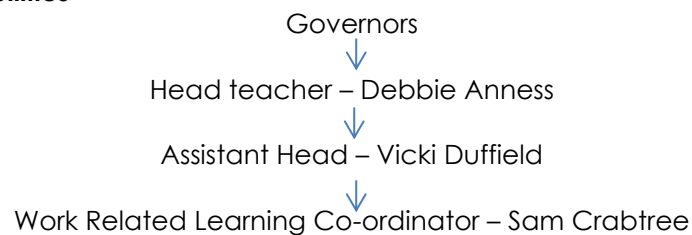
### **Reporting**

On the successful completion of a work experience placement the details of each students placement will be recorded on UniFrog.

### **Evaluation**

The Work Related Coordinator will prepare an Evaluation Report evaluating all aspects of the programme outlining those aspects that have worked well and those for development which can form part of the next years Action Plan.

### **Roles and responsibilities**



Our Governors have responsibility for ensuring that we meet our requirements under the law for maintaining health and safety and curriculum requirements. Our Head Teacher is responsible for ensuring adequate resources are made available.

The WRL Co-ordinator together with the Assistant Head is responsible for ensuring that the programme is developed and delivered in an integrated way across the entire curriculum. The WRL Co-ordinator is responsible for all aspects of programme delivery including developing the learning programme, ensuring health and safety and policy production.

### **Health and Safety**

All students **must** be placed in work experience placements, which have been health and safety checked by Xperience at Bradford Council. This will ensure that the safety of students is maintained while they are on work experience. Xperience will ensure that the employers concerned have employer liability insurance and robust systems in place for ensuring that the safety of learners is ensured. When the Approval and Consent Form is returned to the WRL Co-ordinator it must be checked to see that it is fully completed.

Responsibility for the health and safety of students on work experience lies with the school, employers, parents and with the students themselves:

- School will brief students on the importance of following health and safety requirements whilst on placement.
- Students are encouraged to respect the working environment and not take risks.
- Parents are told, in case of illness, to inform both their placement and school as soon as possible. The WRL Co-ordinator will ensure that the placement are aware and likewise employers are required to inform school of any non-attendance in which instance the WRL Coordinator will ring home and investigate.

There will be a "School Emergency Contact" (WRL Co-ordinator) who the students can contact in case of an emergency, the contact details will be in the Work Experience Logbook.

In addition, the school has a policy that provides Personal Accident insurance cover to all pupils undertaking activities in relation to the school curriculum and this does include participation in the work experience scheme.

Any student with additional needs or health concerns will have a personal Risk Assessment that will be shared with the employer prior to the start of the placement.

### **Links to student guidance and development**

Work experience is an integral part of the CEAG at Belle Vue Girls' Academy. We recognise the unique value of well-organised work experience on employers' premises as an important part of the school curriculum.

Our aim is to educate confident future citizens and this is achieved by providing students with opportunities to take part in work place visits, work experience, work shadowing, mentoring, enterprise and extra-curricular clubs, employer talks and FE presentations. Where appropriate, we will arrange visits for pupils to different work environments, local colleges, work-based education and training providers and universities. These providers will also visit the school to facilitate presentations, assemblies and focused activities. This will assist students in making informed decisions about their future career. Participation in the work experience programme helps prepare the Year 10 students for their 1-1 guidance interviews at the start of Year 11.