



Work Experience Policy

This policy is linked to the Work Related and Enterprise policy and adheres to the school's Equal Opportunities Policy. Other important contextual and supporting information are found in;- The CDI Framework and in Good Career Guidance (Gatsby Charitable Foundation 2014) where it meets Benchmarks 5 and 6 (encounters with employers and employees and experiences of workplaces)

Context

Work experience is an integral part of a young person's learning experiences at Park Lane Learning Trust. It is offered to all students, with additional support being available for those students with SEN and/or disabilities.

Aims

- To give students an insight into the skills and attitudes needed within work sectors
- To develop a better understanding of vocational areas being studied, and the opportunity to investigate primary examples for coursework.
- To improve motivation, self-confidence and inter-personal skills.
- To raise aspirations.
- To help make informed choices re: progression and career routes.

Timing of Work Experience

A block of work experience of one week is undertaken in the second half of the summer term in year 10. As part of the personalisation of the curriculum, extended work experience may be offered to a small number of students in order to support examination requirements in vocational areas. Additional day visits may also be required for some vocational areas.

Management of Work Experience

The programme is co-ordinated and led by the Head of Year 10 with additional administrative support provided. Significant contributions are made by personal tutors and the IAG / Inclusion team. An overview of the process is provided by Head of Careers and Deputy Head (curriculum).

Preparation

All students are prepared and inducted thoroughly. This includes a special section on safety in the workplace. Through the pastoral team, students complete application forms and these are returned to Calderdale and Kirklees Careers Service who administers the

placements, and ensure all Safeguarding procedures are in place. Students are supported to visit their placements to attend interviews. All placements, including those found by students themselves are subject to Health and Safety monitoring and inspection so that adequate insurance is in place. No student should participate in any work experience without this insurance.

Work Experience Period

All students will be visited during their block work experience, unless they are undertaking a placement more than ten miles from the school. Additional travel expenses above and beyond normal travel to school are paid by the school on production of bus / rail tickets. Those students entitled to free school meals are also eligible to claim the equivalent in monetary value on production of receipts.

Students will be required to complete a work experience diary on a daily basis. There will be a formative report from the visiting members of staff and a summative report from the employers.

Debrief

Students will be debriefed on return to the school. This includes an evaluation of their experiences, and consideration of learning outcomes. It will also include writing a letter of thanks to the employer.

Parents

Parents are kept fully informed of the above procedures, as their understanding and support of work experience is very important. They are required to give written consent for their child to go to a specific placement.

Monitoring and Evaluation

Monitoring and evaluation of the processes and outcomes will be carried out annually. The Governing Body will review the policy every three years.