



# STREATHAM & CLAPHAM HIGH SCHOOL

## WORK EXPERIENCE POLICY

<b>Person(s) responsible for this policy</b>	<b>Head of Careers, Director of Studies</b>		
<b>Last review by</b>	<b>R Hinton</b>	<b>Review date</b>	<b>September 2017</b>
<b>Date of next review</b>	<b>September 2020</b>		

### Introduction

There is a statutory requirement under Section 351 of the 1996 Education Act for the school to provide a balanced and broadly based curriculum which 'prepares pupils for the opportunities, responsibilities and experiences of adult life', which includes preparation for working life.

The school is committed to maximising the benefits for every pupil, in the development of a whole school approach to work-related learning. The school recognises that there should be some work-related learning for all pupils. The school wishes to promote work-related learning as part of the learning entitlement for all pupils and as a means for learning 'about work', learning 'through work' and learning 'for work'.

### Rationale

Work-related learning has an important contribution to make to the education of all our pupils in order for them to make an effective transition from the school to adulthood and employment. So that pupils are able to make this effective transition the school provides a wide range of opportunities for pupils to learn, about, through and for work in a range of contexts. The school has clearly identified work-related learning outcomes for all pupils.

### Aims

Work-related learning is concerned with those planned activities that use work as a context for learning or illustrate aspects of working life. The school encourages innovative approaches to work-related learning in order to motivate pupils and to raise standards.

The school aims :

- to raise attainment in individual subjects by increasing pupils' understanding;
- to enable students to acquire and develop the skills and confidence to make effective transitions from school to further and/or higher education;
- to assist careers education and guidance by providing an insight into the factors which can inform career choice;
- to raise awareness of the demands and changing patterns of careers work, and the relevance of the labour market;
- to enhance personal and social education through the improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility;
- to increase the breadth of curriculum experience for every pupil to support them in their preparation for adult life.

### The School's Objectives

The key objectives for work-related learning are:

- to develop a range of opportunities which enhance the curriculum;
- to promote greater awareness for pupils about the world of work, the development of key skills and employability;

- to develop a range of appropriate and relevant activities which assist in raising all pupils' aspirations and achievement and which are of the highest possible quality and are regularly monitored;
- to promote awareness and understanding of work, industry, the economy and community;
- to relate skills, attitudes, concepts and knowledge learned in school to applications in the wider world;
- to develop pupils' personal and social skills in relationships;
- to provide pupils with informed and impartial guidance on the choices available for education, training and employment as well as other interests;
- to improve employability through work-related learning.

### **Curriculum Provision**

The school offers a wide range of activities that contribute towards work-related opportunities in order to help prepare pupils effectively for adult and working life. These activities complement subject teaching, contribute towards the development of pupils' key skills as well as contributing to lifelong learning opportunities.

### **Management of Work Experience and Work-Related Learning**

All girls in Lower Fifth undertake a two-week placement at the start of June. The head of Careers is responsible for the management and co-ordination of the various aspects of work experience and should receive training on health and safety issues and legal liabilities.

The Careers Teacher supports the head of Careers through delivery of careers lessons on CV writing, delivery of a briefing session before work experience and co-ordination of a de-briefing session after work experience.

### **PROCEDURE**

- Preparation will include support in the development of a realistic and useful curriculum vitae;
- The briefing will include reference to the relevance of work related learning to the curriculum, the supervision of pupils during work experience, aspects of Health and Safety and the pupils' rights and responsibilities with respect to all aspects of equal opportunities;
- Work Experience placements will be arranged by the pupils but must conform to the requirements of the 1974 Health and Safety at Work Act. Before a placement takes place, the school needs to be satisfied that the provider is competent to manage health and safety in relation to the placement and will use competent persons to supervise work experience. All providers must complete the GDST approved Questionnaire. All necessary insurance must be arranged and reference will be made to the GDST legal department where there are concerns;
- The co-ordinator will check that all placements are permitted by law and will check the associated occupational risk attached to the placement;
- Students should not be asked to work excessively long hours or unnecessarily unsocial hours;
- When in the workplace, the responsibility for a pupil's safety is taken on by the employer;
- Parents should be fully informed as to the purpose of and arrangements for work experience placements. Parents will be required to sign a consent form. Where parents arrange placements, the placement will be treated in exactly the same way as any other in terms of checks;
- During the placement, each pupil should be contacted at least once by a member of staff to ensure the placement is going well. It is appropriate to telephone a recognised placement but new placements should be visited within the first week. Staff are expected to write a brief report on all visits;
- After the work experience has taken place, there will be a thorough debriefing session where pupils will be encouraged to share their experiences and match them to their expectations;
- The debriefing will link to skills of employability such as the development of their curriculum vitae, the development of sound interpersonal skills and the development of good working practice;
- The suitability or otherwise of different work experience placements should be reviewed annually and the findings taken into consideration for the following year;
- Employers will be requested to give feedback on all placements.

### **Self-Evaluation and Review:**

1. There should be a thorough debriefing session where pupils will be encouraged to share their experiences and match them to their expectations.  
This could involve an oral and/or written presentation by pupils and could contribute to cross-curricular activities.
2. The debriefing should be linked to skills of employability such as:
  - The development of a realistic and useful curriculum vitae
  - The development of sound interpersonal skills
  - The development of good working practice.
  - The provision of material for the Progress File
3. The suitability or otherwise of different Work Experience Placements should be reviewed annually and the findings taken into consideration for the following year.
4. The learning outcomes for work experience should be linked to the school curriculum plan and the aims of the school in terms of raising pupil achievement and school improvement

All formal GDST guidelines regarding Health and Safety issue, Safeguarding Issues, Insurance etc. are can be found on Oracle in the education section.

All student paperwork relating to the preparation, participation and evaluation of or for the placement are retained by the Head of Careers