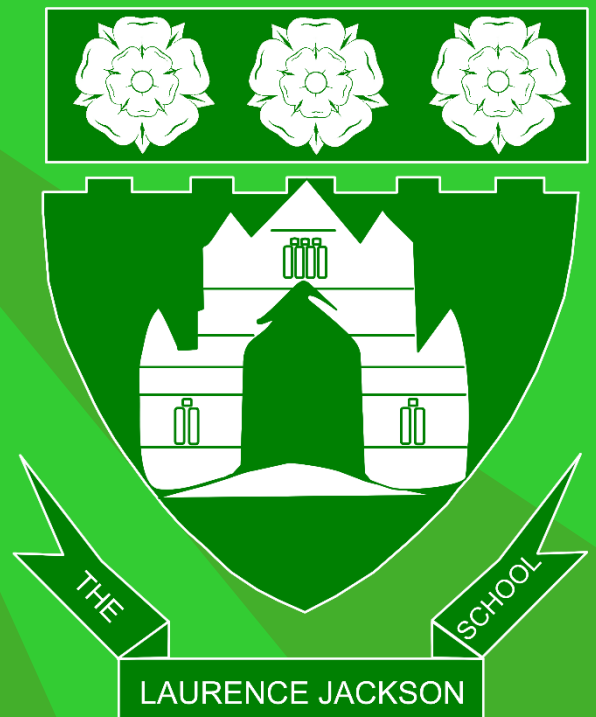


WORK EXPERIENCE POLICY (CEIAG)

Next Review: July 2020



Laurence Jackson School: Work Experience Policy

Policy prepared by:	Miss H Mitchinson, Careers Education Coordinator
Date reviewed:	December 2019
Date of next review:	July 2020

Aims and Objectives

To prepare students for the opportunities, responsibilities and experiences of adult life.

As part of a learning programme it helps students to:

- Experience work at first hand
- Understand how organisations function
- Experience the social relationships at work
- Appreciate the expectations that employees will have of fellow workers
- Assess how they will adapt to working patterns and relationships outside school
- Gain the self-confidence needed in an adult world
- Develop both skills and knowledge for adult life.

Procedure and Responsibilities

Every student in Year 10 will be offered the opportunity to undertake a one-week Work Experience programme during the Summer Term.

Students will be briefed on the Work Experience Week, how to organise their placement and what will be expected from them during their placement.

The school's Careers Education Coordinator will organise the vetting of all chosen companies selected by the students. Parental consent will be sought in advance and confirmation of the experience will be provided. Form Tutors are invited to make comments as to the suitability of the choice made.

The Careers Education Coordinator organises the placement and, once arranged confirmation documents will be issued and the students requested to make contact with the placement to confirm their attendance and/or an interview. Only when the relevant forms are returned to school with signatures of the student, the parents and the employer, is the placement confirmed.

During the period of Work Experience, the student is required to complete the log section of the Work Experience booklet. A member of the school staff will endeavour to visit the student during their time on Work Experience. An employer's report is sent to school on the completion of the placement, this is often used in compiling references later in the year.

Extended Work Experience may be offered to disaffected students in both Years 10 and 11.

Evaluation

Each year the provision arrangements made by the school are evaluated by the Careers Education Coordinator and a report presented to the Senior Leadership Team.

Supporting Policies and Related Information

The policy for Careers Education, Information, Advice and Guidance should be read in conjunction with:

- Careers Education, Information and Advice Policy
- The Gatsby Benchmarks
- Safeguarding and Child Protection
- Equal Opportunities and Diversity
- General Data Protection Regulations (GDPR) Policy