

Glenlola Collegiate School

“EXCELLENCE THROUGH COMMITMENT, CONTRIBUTION and CARING”

Work Experience Policy



*Member of staff responsible for policy: Miss Rachel Cardwell
Date approved by Board of Governors: February 2023
Date of next review: February 2024*

1. Introduction

- 1.1 Work Experience and/or shadowing is an integral part of students' Careers Education. It enables them to gain insight into the world of work and provides the opportunity to apply the skills and qualities they have been developing throughout their time at Glenlola Collegiate School, as part of the Learning for Life and Work programme, through personal capabilities and thinking skills, via cross-curricular key skills and other aspects of school life. Importantly, it also allows them to meaningfully consider their career path and their personal development.
- 1.2 Glenlola Collegiate School is committed to ensuring that students at Key Stages 4 and 5 are offered the opportunity to undertake such an experience during term-time through the provision of a block work experience placement. Additional opportunities for Work Experience and/or shadowing may also be offered both virtually and in person.

2. The Role of the School

The School, via the designated Teacher in Charge of Work Experience, will complete the following tasks:

- 2.1. Hold a **student briefing** as early in advance as practical, in order to explain the process, guidelines and expectations.
- 2.2 **Direct students** to any relevant resources and documentation e.g. on RM Shared Documents, the Careers Google Classrooms or reputable external websites.
- 2.3 Be responsible for all **contact with Business in the Community's 'Work Inspiration' programme** on behalf of those students seeking placements in local Hospitals and Health Trusts and other relevant organisations. The school can request but can NOT guarantee that a placement will be available or allocated to our school. (Please also note that these requests can **only** be made within the policy restrictions and guidelines of Business in the Community Work Inspiration programme and the hosting organisation.)
- 2.4 **Inform parents** in writing of the current Education Authority conditions of Work Experience (including any restrictions in place), obtain written parental permission, and formally request that parents disclose details of any medical or other condition/s which may affect the young person's suitability for a particular placement to the School and employer/s.
- 2.5 Provide the **necessary documentation** (Work Experience Partnership Agreement, Indemnity Form, Employer Consent Form, the Education Authority Child Protection Information, the Education Authority Health and Safety Information, and Student Evaluation Form) for **placement providers**.
- 2.6 **Request that placement providers** return all documentation mentioned above prior to the placement (with the exception of the Student Evaluation Form, which is to be returned to the school subsequent to the completion of the placement) and maintain a record of this.
- 2.7 Ensure that the required Education Authority work experience documentation has been authorised and signed by both the **principal** and the **teacher in charge of work experience**.
- 2.8 **Brief the students** on general expectations and appropriate behaviour, Health and Safety matters and Child Protection issues prior to Work Experience/shadowing placements.

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- 2.9 **Deliver appropriate lesson/s** or preparation sessions to **students** prior to Work Experience.
- 2.10 **Make contact with the employer** prior to the commencement of the placement.
- 2.11 **Deliver appropriate lesson/s** or review sessions to **students** after their Work Experience, allow them to relate the experiences to their Personal Career Plan and request an evaluation from the pupils after their placement.
- 2.12 Make arrangements for a member of the teaching staff to **visit the students** during the placement. The primary aim of this visit is student safeguarding.
- 2.13 **Deal with** any issues or emergencies arising from any **concerned party** prior to, during or after the placement. Liaise with Teacher in charge of Child Protection, or other relevant parties, as appropriate.
- 2.14 **Collate any employers' evaluation** forms which have been returned and make these available to the student themselves initially and then the relevant UCAS reference writer for information.
- 2.15 **Review the Work Experience programme** annually by reading Employer, Pupil and Staff Reports. Meet with line manager to discuss. Evaluate and make any necessary and / or useful amendments where possible.
- 2.16 **Ensure** that all obligations regarding the **General Data Protection Regulations** (effective from May 2018) **are observed** in the handling of pupil data and work experience documentation.

3. The Role of the Student

- 3.1 It is the responsibility of the **student to secure their own placement**. (They may refer to e.g. the work Experience folder in RM Shared Documents, useful websites and personal contacts).
- 3.2 Upon doing so the student must complete the Pupil Information Form and Personal Profile and submit these to the Work Experience Co-ordinator (**before the deadline set** and as instructed).
- 3.3 The only exceptions to this are students seeking placements in local Hospital Trusts and other companies which operate through "Work Inspiration". **These students must contact the Co-ordinator before February mid term**. Please note that students who request such placements are NOT guaranteed them. They must therefore **arrange an alternative placement** in the meantime.
- 3.4 Students will **check their emails and/or Careers Google Classroom regularly** (at least weekly), for information and updates in relation to their placement. They will also send a read receipt where this is requested. Emails **and/or the Careers Google Classroom** should be checked **daily** in the week preceding and during the placement period.
- 3.5 **Students must return a signed letter of consent** from a parent/guardian.
- 3.6 **Students with medical issues** must return an additional disclosure agreement from a parent/guardian.

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- 3.7 **Students must obey** all health and safety regulations, Education Authority guidelines and general guidelines shared in briefing session/s and/or pertaining to their place of employment. They will at all times display the **high standard of behaviour** expected by the School.
- 3.8 Students and their parents/ guardians are responsible for their own **travel and subsistence costs**.
- 3.9 Students will complete a **work diary and an evaluation form** during the placement and these will be returned to the Co-ordinator (**before the deadline set** and as instructed).
- 3.10 Students may additionally be asked to complete an **online questionnaire(s)** for the purposes of evaluating the programme. They will complete these as instructed.
- 3.11 Students must **not** accept payment or undertake placements in an establishment where they have a part-time job or with those who have parental responsibility.
- 3.12 Students must **not** attend their placement outside of the pre-agreed hours of work experience specified on the schedule attached to the work experience form of indemnity.
- 3.13 Students will write a **letter of thanks** to their placement provider and return any borrowed equipment.
- 3.14 **Students who are unable to attend** or secure placements at any part of the allocated time, must attend school and report to the designated person in order for their attendance to be recorded. If student is not to be in attendance at placement for all/ part of a day (for reasons foreseen or not), they must **notify the school**.
- 3.15 The School's **disciplinary policies and procedures** apply for **any breach of the Work Experience rules and guidelines**, especially on issues of student's behaviour, student's attendance and their adherence to Health and Safety policies, as supplied by either the employer or the School.
- 3.16 Where a student feels that any guidelines or their rights have been breached in the process, or they have concerns about their own safety or the safety of future placement students, **they should advise the Work Experience Co-ordinator as soon as possible**.