



Yavneh
College

WORK EXPERIENCE POLICY

1. Aims

Work Experience forms an integral part of the Careers, Education, Information and Guidance (CEIAG) programme at Yavneh College. Our aim is to offer our students a high quality and meaningful engagement with employers to give them a valuable experience of the work environment and develop their employability skills. We aim to fully involve students in this experience by encouraging them to seek their own relevant work experience.

The Work Experience that we offer is well-planned and well-organised. This has an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work. It is essential that any work experience placement is "meaningful" and should provide students with core employability skills (as per the Department of Education guidance); and it should also provide experience of working in a career they would be interested in pursuing.

For further information please go to: <https://www.gov.uk/government/publications/16-to-19-study-programmes-guide-for-providers/16-to-19-study-programmes-guidance-2020-to-2021-academic-year>

2. General

At Yavneh College students complete a one week placement in Year 12 (at the end of the summer term). It is Yavneh College policy that all work experience is **unpaid**, as the employer is providing the opportunity for the student to gain new skills/knowledge in exchange for their time.

3. Organisation

Work experience is coordinated by the Head of Sixth Form and the Sixth Form Secretary.

Students are expected to play a key role in organising their own placement. This arrangement supports the students as it encourages them to use the initiative to find suitable placements, to make contact with employers and communicate with adults about issues to do with Work Experience. Form tutors will advise and help oversee the process. In our experience, the placement is more likely to be successful if the student arranges it himself or herself.

The Head of Sixth Form will decide whether or not to offer Work Experience to those students who are not making expected academic progress or whose attendance/behaviour falls below the expected standard.

4. Preparation (Autumn Term)

During the Autumn term students prepare for applying for work experience during Wednesday tutorials. These sessions will involve an initial session discussing the value and importance of work experience and the process/logistics of applying. The rest of the sessions focus on CV building and writing letters of application. Students develop their CVs on *Unifrog* which provides model examples and writing frames for each section. Students are also given sample CVs and cover letters to support them in their applications. (**See Appendix 1**).

Parents will be given guidance well in advance of the time allotted for Work Experience. A letter will be sent to parents, which contains information for parents and an initial application/consent form for completion (**See Appendix 2**). Students are expected to obtain their own placement, in the first instance. The Work Experience Co-ordinator will set a date for forms to be returned and assist those students who have been unable to source their own placement. Discussions will take place with these students to ensure they are placed in a suitable/meaningful establishment.

Placements are contacted and asked to complete and return a webform via our school website which includes sections to confirm they have Employees Liability Insurance (ELI), DBS checks (where relevant) and appropriate risk assessments in place (**See Appendix 3**).

5. Preparation (Summer Term)

The expectation is for students to behave in an exemplary manner during their Work Experience, as they are ambassadors for the school.

During form time in the summer term there will be a session covering how to fully utilise work experience providing students with suggestions and guidance on how to maximise their time and make the most out of their placement.

A second session will allow students to complete a worksheet detailing their work experience choice and allowing them to set themselves targets in terms of what they would like to achieve. The worksheet also focuses on their current post-18 and career aspirations and asks students to consider how they think their placement might impact/support this. (**See Appendix 4**).

Any issues reported by either the placement or the student/parent/carer, will be dealt with in a timely manner, by an appropriate member of staff (this can be the Work Experience Co-ordinator, Tutor or a member of the Senior Leadership Team) depending on the issue.

6. Safeguarding and guidance for employers

Placement supervisors/employers are required to read and agree to our expectations for them contained in our Yavneh College Work Experience Protocol (**see Appendix 5**). The protocol also includes safeguarding guidance for all employers. Students will also be given a copy of the protocol in their preparation sessions.

For further information and advice for employers please go to:

<https://www.hse.gov.uk/youngpeople/workexperience/index.htm>

7. Post Work Experience (Year 13)

In the first two weeks of year 13 **all students** will be required to complete a reflection booklet looking at their work experience and encouraging students to write thank-you letters to their employers. Students also consider how their work experience may have/have not influenced their post 18 and career choices at this stage. (**See Appendix 6**).

The booklets are then used by students in supporting them in preparing CVs/personal statements for post-18 destinations.

Appendix 1:

[Name]

[Address]

E: []

[Addressee]

[Date]

By email

Dear []

Application for Work Experience Placement

I enclose my CV in support of my application for a work experience placement with your company. I am currently in my first year of [A levels][BTEC Studies] (year 12) at Yavneh College and my school has given me a week between () to participate in a work experience placement.

You will see from my CV that [*Example to be adjusted to suit* I have some [office work][sales] experience and I gained valuable experience as a result. My duties included [].

I have excellent communications skills, an organised approach and the ability to follow procedures efficiently. I have an outgoing personality and work well with others, even when under pressure.

I believe cooperation and team work is an essential ingredient of any job description, whether that means front of house or working behind the scenes. I am computer literate and can assist with record keeping, filing, answering calls and other administrative tasks if that is part of the placement, but I am equally adept at communicating with customers and staff, helping out where necessary and interacting with the people around me appropriately and politely.

I am an enthusiastic person to this sector and would love to work in an environment where I am able to stay active and communicate with others throughout the day.

I am confident that I could make a solid contribution to the team at your company in the week I would be working you and develop my social skills even further.

I would really appreciate the opportunity to be considered [] by your company and look forward to hearing from you.

Thank you for your time.

Yours faithfully,

[Name]

NAME]

D.O.B []

[Address]

Email: []

Mobile: []

EDUCATION & QUALIFICATIONS

[date] – present **Yavneh College**
Hillside Avenue, Borehamwood, Herts WD6

[date] – [date] **[Primary school]**
[Address]

About Me

[I am a responsible person who is keen to go on to University after [A Levels][BTEC studies] and enter a profession of my choosing following graduation.]

The A levels I am doing are: [].

My GCSE results are as follows:

[]

These were taken in the Summer Term of 2018.

I have completed a Higher Project Qualification (HPQ) in religious studies grade [].

Outside of school I enjoy [].

I have participated in [List here any voluntary work, charitable fund raising, DofE etc].

[In [date] I did my Duke of Edinburgh Bronze Award and as part of that Award I chose to undertake [] as my relevant skill, I played [] for my sport and for volunteering, I [].

I am very family orientated and have close relationships with my parents [and my siblings] and we spend a lot of time together.

WORK EXPERIENCE

[List all dates from and to and the company worked for, and the address, here. Use the education table above as a template]

OTHER INFORMATION

Nationality – [British]

Computer Skills – [MS Office and conversant in Mac and Windows applications]

National Insurance Number – []

References – available from:

Mr Spencer Lewis, Headmaster, Yavneh College [Any employer or other person from whom a reference would be good]

Appendix 2:

Dear Parent/s of

Work Experience Week:

Dear Parent/s,

I just wanted to take a minute to confirm arrangements for Work Experience Week, which will take place between _____. Students are expected to find their own placement by sending their CV and a letter of application to companies or organisations that are of interest. If this proves unsuccessful, students can secure a placement by asking family and friends if they have any contacts in the field they wish to secure a placement in.

Details of the Work Experience Placement must be handed in to Mrs Nead by _____ at the latest, due to the volume of paperwork that needs to be completed before students can begin their placement.

To comply with guidance from the Health and Safety Executive, the school is legally obligated to carry out a number of checks on the placement provider as the placement is taking place during term time. Students are required to provide Mrs Nead with the following information by this date:

Contact name:

Contact email address:

Company name:

Company address:

Company telephone number:

Students who are unable to secure a placement will be expected to come into school during Work Experience Week and we will find them suitable work related tasks to complete.

The date of the Work Experience Week is a fixed date in the school calendar, therefore it will not be possible for students to complete their work experience earlier in the term, as this will mean missing important A-Level work. It is essential that students come to speak to me or Mrs Nead if they are struggling to find a placement during this week.

Yours sincerely

Mr M Kendler

Assistant Headteacher and Head of Sixth Form

Appendix 3:

Dear _____

Thank you very much for offering a work experience placement _____

In order to ensure that the experience is of mutual benefit to your company and the student, there are a few simple procedures that need to be followed.

With regard to ensuring the statutory guidelines on work experience are being followed, it is necessary to ask the employee responsible for supervising the student during the work experience placement to complete the Work Placement Information Form detailed in the link below by _____.

<https://secure.yavnehcollege.org/work-experience-2017-2018>

A copy of the **Work Placement Information Form** will then be sent to the student's parents in order to obtain their consent for placement to go ahead.

We are very grateful to you and your company for offering your time to support a placement and appreciate that it is not always possible to provide all of the paperwork needed. If this applies, please don't hesitate to contact my secretary, Mrs Elizabeth Nead at enead@yavnehcollege.org as providing the students' parents/guardians are aware of this, the placement can still go ahead.

Should you have any queries completing the form please contact Mrs Nead on 020 8736 5580 ext 223 or by email at enead@yavnehcollege.org.

Yours sincerely

Mr M Kendler

Assistant Headteacher / Head of Sixth Form

Appendix 4: (extract)

Work Experience Preparation – Summer Term (year 12)

Placement Details

Your name:
Organisation name:
Contact/who you report to:
Dates of work experience:
Hours:
My responsibilities will be:

How did you get your placement? (e.g. family member, friend of family, applied, researched)

What will you do to prepare?

Three TARGETS to set for yourself (e.g. by the end of my placement I will have.....)

- 1)
- 2)
- 3)

How did you get your placement? (e.g. family member, friend of family, applied, researched)

How does your work experience relate to your (current) post-18 plans? (e.g. does it relate to your chosen university course?)

How does your work experience relate to your (current) career aspirations? (e.g. is this an area/industry you want to pursue?)

Appendix 5: Work Experience Protocol

Expectations on the employer:

Common principles of a high-quality work placement are that it:

- *is purposeful, offers challenge and is relevant to the young person's study programme and career aspirations*
- *allows the student to apply the technical and practical skills learned in the classroom/workshop*
- *is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs*
- *has a structured plan for the duration of the placement which provides tangible outcomes for the student and employer*
- *has clear roles, responsibilities and expectations for the student and employer*
- *is followed by some form of reference or feedback from the employer based on the young person's performance*

For further information and advice for employers please go to:

<https://www.hse.gov.uk/youngpeople/workexperience/index.htm>

Expectations of our students:

Expectations of our Yavneh College students partaking in a work experience placement are that they:

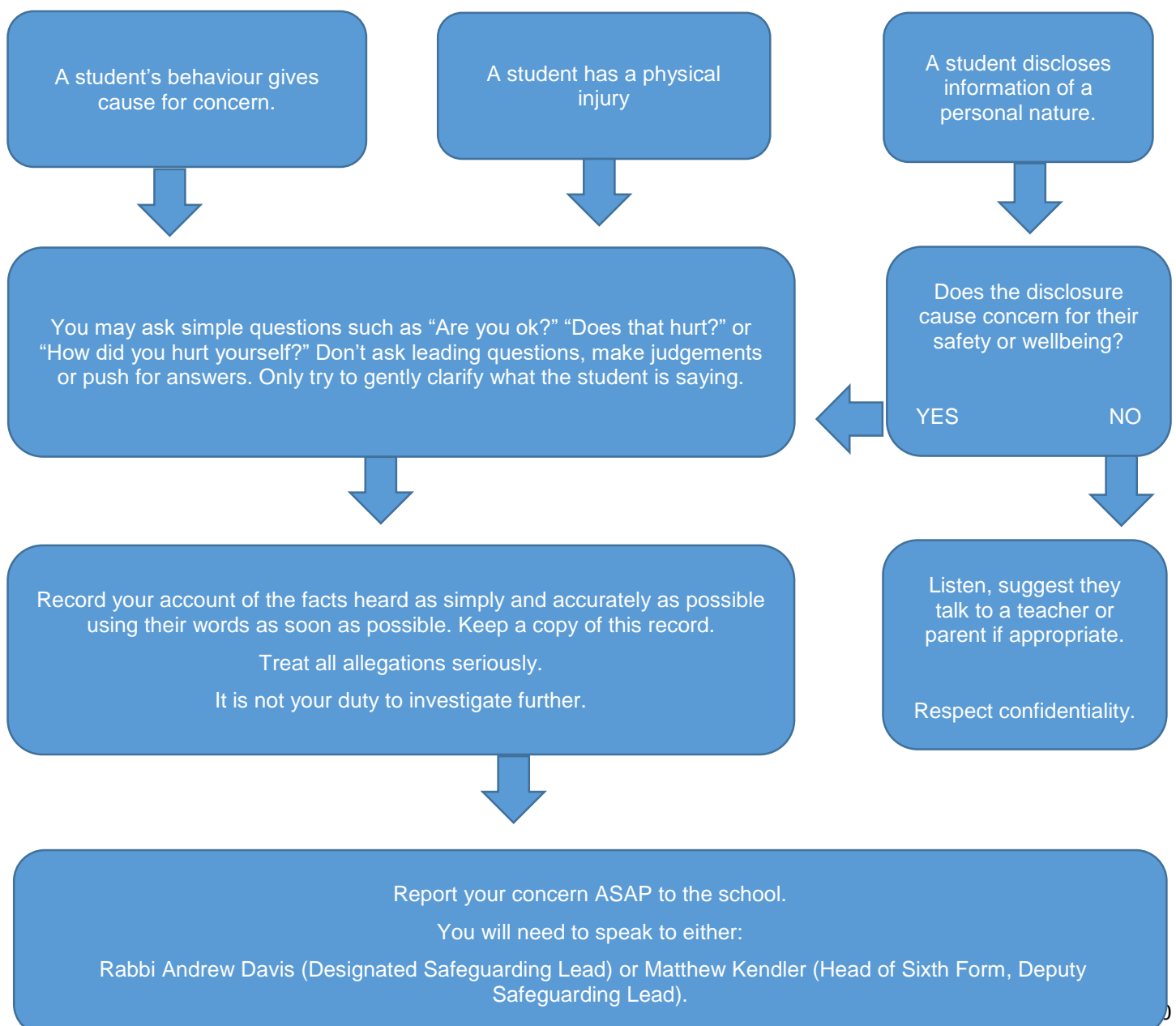
- *Find a placement through their own initiative*
- *Attend every day.*
- *Be punctual*
- *To contact the employer and the school if they are unable to attend*
- *Wear appropriate clothing*
- *Use appropriate language and behaviour*
- *Obey instructions*
- *Be keen and willing to learn*

Safeguarding guidance and procedures:

- Yavneh College does not permit placements where one student is working with one adult. Students should not be on their own with one adult, and consideration needs to be taken in placements where there are less than five employees to the practicalities and arrangements to ensure this does not happen.
- Avoid being in an enclosed room alone with a student, always conduct interviews or one to one meetings in public spaces where possible, or have the door open.
- The location for all aspects of the programme should be agreed well in advance. Never change the location or job role at short notice or without consent.
- Placements should not include any area of work where direct physical contact is an element of the job. Employers should refrain from overfamiliarity and maintain a professional barrier at all times.

- If a student has not arrived within an hour of their agreed start time and has failed to make contact to explain this, it may be a safeguarding matter. Please contact the school on 0208 953 2749.
- Students should not be placed unsupervised in environments where there is inappropriate or confidential material.
- Students may in extreme circumstances disclose personal information to a workplace supervisor or mentor, please follow the procedures below if this happens. Examples of disclosure could be:
 - Physical, emotional and sexual abuse
 - Family issues, neglect and addictions
 - Risk of radicalisation or exploitation.
- Travel between venues with one adult is acceptable on work experience if journeys are on foot or on public transport and not in a private vehicle.
- It is your responsibility to share this document with anyone whom may be supporting the students whilst they are on work experience with you.

Work Experience Child Protection and Safeguarding procedures



Appendix 6: (extract)

Font Paragraph Styles

NAME:
PLACEMENT:
KEY RESPONSIBILITIES:

Skills self-assessment

How well do you think you did on work experience? Tick the box, and remember to answer as honestly as you can.

How do you rate your skills?	Very good	Good	Would like to improve
Personal presentation			
Enthusiasm and initiative			
Communication and literacy			
Time management and organisation			
Numeracy			
Integrity (honesty)			
Problem-solving and creativity			
Teamwork			
Negotiation and decision making			
IT			

BEFORE your placement, what thoughts did you have about your future career?

Has your placement helped you firm up your career plans? If so, in what ways?

My work experience review

Summary of the main tasks I carried out during my placement:

These were the high-points of my placement:

These were the low points:

I am strong in these skills:

I need to work on the following skills:

If I had my time again I would do these things differently: