



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

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.

Year 10: Each student completes a two-day placement at Communities 1st (<https://www.communities1st.org.uk/>). Students will complete their placements in groups of five.

Year 12: Students complete a one-week placement in Year 12 (at the end of the summer term).

Year 13: Business BTEC students complete an additional one-week work placement during the A Level mock exam period (February).

3. Organisation

Year 10 work experience is coordinated by the Careers Lead (Assistant Headteacher) and the Head of Year 10.

Year 12 work experience is coordinated by the Head of Sixth Form and the Sixth Form Secretary.

In Year 12 and 13 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.

In Year 12, 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.

Year 13 work experience is coordinated by the Head of Business department in conjunction with the Head of Sixth Form. Students are expected to secure their own placements with a view to support their post-18 pathways/ambitions. If students are unable to secure a placement they are expected to come into school and continue to work on their coursework.

Both Year 12 and 13 students are responsible for completing the Placement Tool on Unifrog in order to begin the administration process in order for all parties to agree to the eventual placement.

4. Preparation

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

Year 10: During form time in the first half term there will be a session(s) 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. During this session students will also complete the

interview questions provided by Communities 1st which will be sent to the placement coordinator in advance (**See Appendix 7**).

Parents will be notified in the first half term of the dates of all the work experience placements which take place from October – March. Parents will be sent all the relevant details from both Yavneh College and Communities 1st outlining expectations, policies and procedures.

Year 12: During the Autumn term students prepare for applying for work experience during Thursday 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.

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 including a video guide to demonstrate how students will log all the information about their placement on *Unifrog* using the Work Experience Placement Tool. Students are expected to obtain their own placement, in the first instance. The Work Experience Co-ordinator will set a date for the Student Initial Form (**See Appendix 2**) to be completed and offer support for 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.

Once students have completed the initial form their delegated employer/supervisor contact will be automatically contacted via email and asked to complete a webform which is uploaded to each student's *Unifrog* profile confirming the details of the placement, Employees Liability Insurance (ELI) and appropriate risk assessments (**See Appendix 2**). Once this has been completed parents are automatically emailed with all the full details of the placement in order for them to provide their consent (**See Appendix 2**). Finally, the Work Experience Co-ordinator will be able to confirm the placement on behalf of the school (**See Appendix 2**).

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 3**).

Students are also encouraged to keep a daily journal and record of their experiences during their placement which can be done through the Work Experience Placement Tool.

5. Safeguarding and guidance for employers

Year 10

In order to conform to work experience regulations set by the Health and Safety Executive, the school has a responsibility to take reasonable measures to ensure the health, safety and welfare of students during their placement. In order to comply with this regulation, the school has obtained the following documentation from *Communities 1st*:

- Employer's and Public Liability Insurance
- Business Vehicle Insurance (if relevant)
- A health and safety policy
- Completed risk assessments
- Obtained DBS clearance for both the placement co-ordinator and supervisor

Year 12/Year 13

In order to conform to work experience regulations set by the Health and Safety Executive, all employers must complete the Employer Initial Form on *Unifrog* (**see Appendix 2**) which includes details of all the relevant safeguarding information and details.

All

Placement supervisors/employers are required to read and agree to our expectations for them contained in our Yavneh College Work Experience Protocol (**see Appendix 4**). 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>

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. Post Work Experience

Year 10: On the second day of their work experience students are encouraged to complete a reflection task and this includes a template for students to write a thank-you letter to their employers (**See Appendix 8**)

Year 12: 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 5**).

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

All employers are sent an evaluation form to complete for each student at the end of the placement via *Unifrog*. This will then be reviewed by Head of Sixth Form and feedback given to the students. (**See Appendix 6**).

Appendix 1: Student Initial Form (*Unifrog*)

* In person or Virtual	---- select ----
* Placement coordinator	---- pick one ---- <small>This is the school / college staff member who will be coordinating the placement from your school's / college's side.</small>
* Name of placement business / organisation	eg Lottie's little bakery
* Placement start date	-- day -- -- month -- -- year --
Placement end date	-- leave blank if -- -- leave blank if -- -- leave blank if --
* Describe the time commitment	eg Full time
* Employer placement lead: name	eg Elon Musk
* Employer placement lead: email	eg emusk@gmail.com Important: this must be correct, or we won't be able to progress the placement.
* Employer placement lead: email (again)	eg emusk@gmail.com

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree ☐ Yes, I agree to **all four points** above.

Appendix 2: Employer initial form, Parent agreement and School permission (Unifrog)

- **Employer initial form**

- Employer placement lead name, job title, email address, phone number
- Company's sector and number of employees
- What languages do students need to be able to speak?
- Have you hosted a placement before?
- Will the student ever be with an adult without another adult being present?
- Overview of the placement
- Does the placement and its environment carry any specific health risks additional to a low risk workplace?
- Dress code
- Is PPE or other special safety equipment required?
- Working hours
- Eating and refreshment arrangements
- Confirm that your Employers' Liability Insurance policy covers work placements
- Insurance provider, policy number, expiry date
- Confirm that your company has a written, up to date and appropriate Risk Assessment
- Confirm that your company has a written, up to date and appropriate Health & Safety policy
- Confirm that your company will abide by data protection and privacy law

- **Parent / guardian agreement**

- Name, email address and phone number
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement

- **School permission**

- Name of school staff
- Permission for the placement to happen

Appendix 3: Year 12 work experience preparation worksheet

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 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 4: 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:

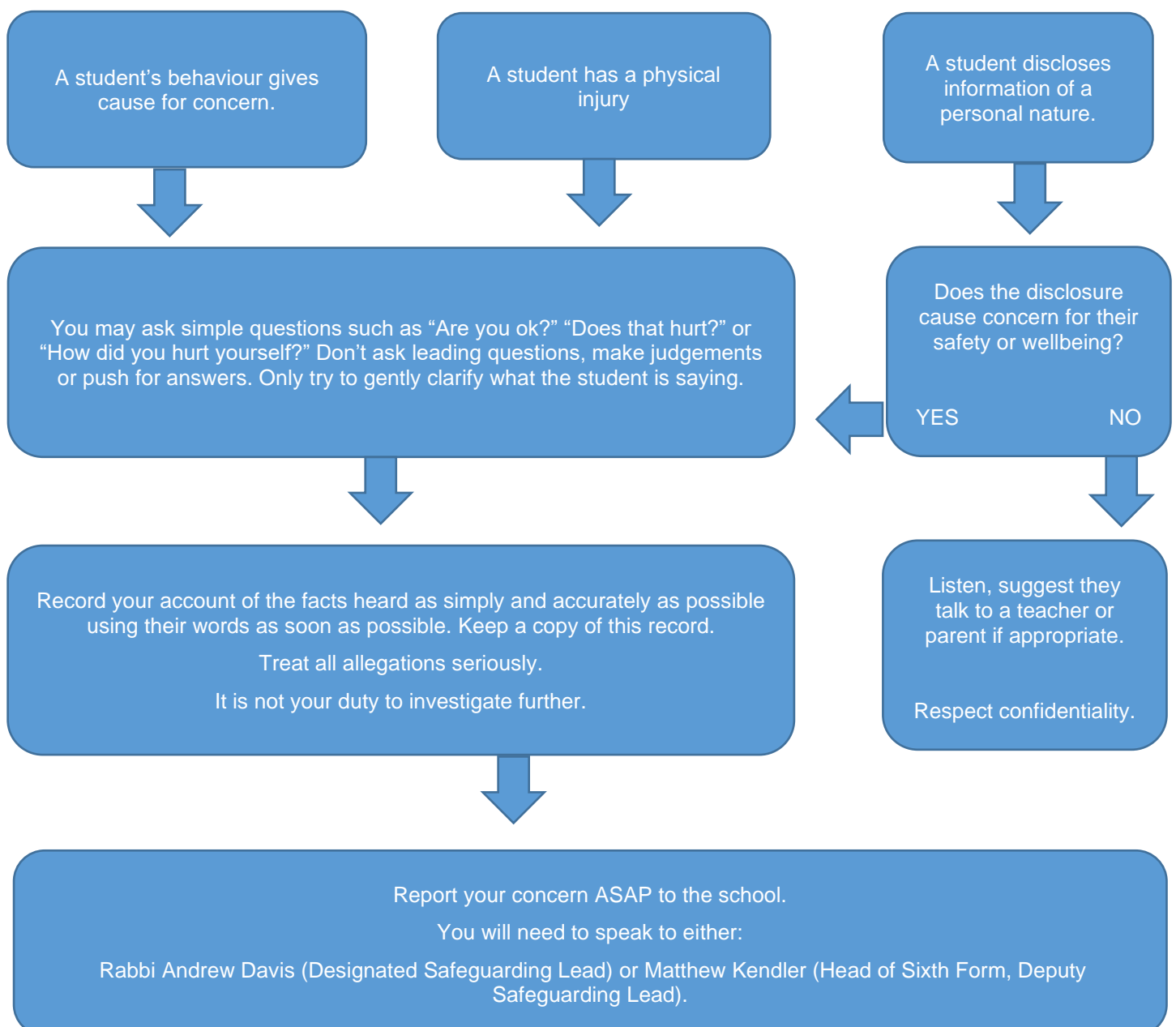
- *Find a placement through their own initiative*
- *Attend every day.*
- *Be punctual*
- *To contact the employer and the school if they are unable to attend*
- *Wear appropriate clothing*
- *Use appropriate language and behaviour*
- *Obey instructions*
- *Be keen and willing to learn*

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 5: Extract from Year 12 log book

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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:

Appendix 6:

• Employer review form

- Employer placement lead name
- Did the placement happen?
- Punctuality and reliability rating
- Overall attitude rating
- Communication rating
- Problem solving rating
- Teamwork rating
- Independence rating
- Strongest competency, and example
- What you think the student should work on
- Would you be happy to host another placement student?

Appendix 7: Pre placement questions provided by Communities 1st


Year 10 Work Experience @ Communities 1st

1. Could you tell us a bit about yourself?
2. What aspects of your studies you enjoy the most in school?
3. What interests/hobbies do you enjoy?
4. What do you know about Communities 1st?
5. What are your expectations from your work experience week?
6. What do you hope to learn in this week?
7. What type of work do you enjoy doing the most?
 - Internet research
 - Creative writing
 - Speaking and interacting with people
 - Social media
 - Working on projects
 - Administration/IT/Database work
 - Practical tasks
 - |
8. Do you have any questions you would like to ask?



Appendix 8: Extract from Year 10 log book


YEAR 10 WORK EXPERIENCE LOG BOOK



NAME: _____

FORM: _____

PLACEMENT DATES: _____



Communities 1st
Working with you to make a bigger difference

Diary Day 1

Fill out a diary during your placement. If you are on a 'buddy day' simply fill in Day 1 only. Completing this diary will help you to reflect on what you've learned during your placement and record information that could help you improve your skills and build your CV.

Tasks I completed today:
Skills I used (remember the list on p7) and how I demonstrated them:
Brief description of what my employer does:
What I found out about health and safety today:
What I did well and am proud of today:
On reflection, I would have done this differently:
Employer/supervisor comments:

Diary Day 2

Tasks I completed today:
Skills I used (remember the list on p7):
The different types of jobs at my work placement:
What I did well and am proud of today:
On reflection I would have done this differently:
Employer/supervisor comments: