



# THE BEMROSE SCHOOL

## WORK EXPERIENCE POLICY 2023-25

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**ADOPTED: FEBRUARY 2023**

**CEIAG (Careers Education, Information , Advise and Guidance)-“helping students to organise their futures and building aspirations”**

### 1. Definition of Work Experience (wex)

Work Experience can be defined as:

A placement on employer's premises in which a pupil carries out a particular task or duty, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

### 2. Aims and Objectives

- A) To give each student the opportunity to learn from work.
- B) To give each student the opportunity to learn about the modern workplace.
- C) To give each student the opportunity to learn through work.
- D) To give students the opportunity to learn about similar and different expectations at school and work.
- E) To ensure students are prepared for the jobs market in an ever changing and global environment.
- F) To reduce the school's NEET figure (Target for 2023 -2%).
- G) To raise students' aspirations, so that they can reach their potential.
- H) To raise staff awareness of CEIAG and LMI (labour market information).
- I) To break the cycle for some families where no person has entered the workplace.
- J) To raise the profile of The Bemrose School in Derby and increase the schools reputation in the City.

### 3. Roles and Responsibilities

- **Careers and Work Experience-Claire Amos (CA)** is responsible for managing the Work Experience “package” for all students in April of Year 10. This includes inset for PSHE delivery team, CA has created a WEX scheme of Work (updated Sept 2022) She will ensure that Work Experience runs smoothly. Individual lesson plans and resources are listed on teacher share and the school CEG website. PSHE teaching staff have also been issued with a paper copy. Worksheets/maps/ Work Experience diaries and lesson resources are stored in Careers office.
- **Wex admin administrator- Lisa Roberts (LR)**- responsible for all the admin work needed to ensure the smooth running of work experience.
- **Assistant Head Teacher KS4/5 – Line Manager for Careers and Work Experience**
- **PSHE teaching Staff**-Deliver the year 10 Work Experience scheme of work.
- **Claire Amos (CA)** administers the Work Experience Programme including processing pupil applications, all liaison and paper work needed by LA (Derby City council). Meeting new employers to increase the numbers of employers on the database.

- **Jane O'Connor** is i/c the school admin team and informs CA of any students who have joined the school.
- **Display technician** is responsible for displaying student placement details on the careers notice board on ground floor. CA is responsible for informing the technician when the notice board needs updating.
- **Curriculum Committee** who oversees CEIAG across the school.
- **Child Protection Officer-Rebecca Broderick**-CA will meet with CPO to discuss whether the allotted placement is suitable for each student. CPO will inform CP if there are any Child Protection issues that would prevent a student from undertaking a placement.
- **Bemrose Staff**-responsible for either phoning or visiting students during their one week placement. It is preferable to visit a student, as this is good CPD to improve staff's awareness of LMI. Tutors-to discuss wex with tutees in run up to placement week.

#### 4. Brief Outline of the programme

- i) Work Experience administrator writes to companies for school places.
- ii) Students are given a talk on what they should consider when applying for a Work Experience placement.
- iii) Students complete tick box data sheet to inform school of their desired placement. A letter is sent to all parents informing of school expectations, dates and an outline of the programme. Parents are updated via the school newsletter.
- iv) Students begin applying for school places or find their own.
- v) Individual students are "placed" with a provider matching their choice of placement type where possible.
- vi) CA meets any new starters and explains the Work Experience programme and necessary paperwork.
- vii) In January CA will organise a wex assembly to distribute placement paperwork to students.
- viii) Once all placements are finalised CA will organise an assembly to instruct students on expectations and distribute placement specific agreement forms and deadlines.
- ix) Students on Work Experience and are visited by staff.
- x) Students are de-briefed by PSHE staff or CA
- xi) Thank you letters are sent out by LR.

#### 5. Preparation Programme

This consists of two assemblies and enrichment sessions, which include:

Health and Safety  
 Making the most of the Work Experience Diary  
 Expectations of behaviour on Work Experience

#### 6. Health and Safety approval of placements

The school follows the guidelines issued by LA. All students are informed of the necessary guidelines and deadlines.

#### 7. Equal Opportunities for all students

All students are given an equal opportunity to access the preparation before and de-briefing after Work Experience. All students are given an equal opportunity to access placements. Every student is entitled to one week of work experience. Placements are arranged to support the development of the student.

#### 8. Private and overseas placements

Students who wish to organise their own placement and have a “private arrangement” are feasible. The student will need to provide a letter from their parents stating that it is a private arrangement and that the school is not responsible in any way. We will endeavour to get a private arrangement health and safety checked, however, this may not always be possible due to the time constraints set out by LA. Students can organise an overseas placement. This will have the same criteria as the “private arrangement”. This will be a private family arrangement and the school is not responsible in any way. Staff will not be able to ring or visit such a placement.

## **9. Arrangements for student visiting and monitoring**

The school aims to visit **all** students on placement. If this is not possible a phone call is made to the company and the student. Phone calls should be made in the first three days of the placement. Staff indicate their intention to visit a student on the Work Experience “signing up” board in the staff room. Staff should also discuss with their chosen student that they will be visiting them during the week. (Staff must not sign up for a student and then not visit/contact that student). It is also expedient to contact the employer prior to a visit and check that the student is in the workplace on the intended day of visiting. After a visit staff should complete and sign the visits section of the students work experience handbook. Staff are expected to complete a short pro-forma about the placement and return this to the box below the signing up board. Staff should inform (**CA**) of any issues that arise after a visit. If there are any problems the Work Experience Administrator follows them up and consult’s with appropriate staff if necessary.

## **10. Debriefing programme**

The de-brief for work experience consists of an assembly to feedback and congratulate the students and remind them to keep and use their WEX diaries. Students should also write thank you letters to their placement during form time.

## **11. Link to student guidance and development**

Work Experience is an integral part of CEG and WRL at Bemrose School. It is the culmination of five years of CEG. In Year 11 students are encouraged to use what they have learned in previous years to inform their planning for their transition to Post-16.

## **12. Arrangements for assessment, recording and reporting**

Work Experience is reported on as part of the student’s progress reports. Students self assess their Work Experience. The employer’s evaluation of the student’s performance is also used to assess performance.

## **13. Evaluation**

At the end of the Work Experience cycle CA will write an evaluation report for the governors and staff. Form Tutors should discuss with their tutees their experiences whilst on placement.

Other related policies: CEIAG action plan, CEIAG policy, connexions information policy, CEIAG staff guide.

This policy was adopted by the schools governing body  
on.....

Signed .....

Signed (Head Teacher).....

This policy will be reviewed in.....FEB 2024.....

## **Glossary**

AHT KS4 - assistant headteacher key stage 4

ASDAN - a qualification award

CEG - Careers education and guidance

Connexions MAT - Multi agency worker

CA-Claire Amos

CPD – Continuous professional development

CPO - Child protection officer

DEBP – Derbyshire education and business partnership

I/C - in charge

ICT- Information communication technology

ILP - Individual learning plan

KS - key stage

LA - local authority

LMI - labour market information

LR-Lisa Roberts

MD - Mike Denison

NEET - not in education, employment or training

PSHE – personal, social and health education

WEX - work experience

WRL - work related learning