

# Exmouth Community College



## WORK EXPERIENCE POLICY

<b>Policy Details</b>	<b>Date</b>
Policy Written	David Turner
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This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

## **1. Introduction**

Work experience is very important: it provides our students with a real insight into the world of work, and presents them with a firsthand opportunity to develop the skills they will need to successfully make the next step in their career or educationally. It is central to the curriculum as a key part of the non-qualification activity. It may comprise work experience, internships, taster days, as well as academic projects, or specific programmes to enable SEN students to prepare for adult life. Students also have access to a Careers Fair (every two years) which brings our students into contact with the world of work.

## **2. Period and timing of Work Experience**

It is our intention that every student every student, who remains with ECC, should complete a minimum period of a week of work experience by the end of year 12. It will normally take place during the last week of year 12, but should exceptional circumstances or opportunities arise, we shall do our best to accommodate them. In **exceptional circumstances** we would also accommodate students at KS4 in undertaking work experience opportunities and therefore appropriate EBP checks would be carried out.

## **3. Organisation of Work Experience**

At this stage it is most appropriate for students to organise work experience, while Exmouth Community College will advise and help oversee the process. This arrangement benefits the students in so far as it encourages them to use their initiative to find suitable placements, to make contact with employers and generally to negotiate with adults about issues to do with work experience. Also experience has shown that if the student arranges the placement himself/herself it is less likely to 'fall through' and more likely to be successful.

The College reserves the right to withdraw students from the programme if there are significant concerns relating to poor behaviour, attendance etc.

## **4. Work Experience Form**

The school will produce a 'Work Experience Form', (see below) This form must be read and signed by the appropriate people: the employer, parent(s)/carer(s), the student and the school. The form provides evidence that important checks have been carried out (such as a check on insurance and risk assessments) and that all parties have agreed to the conditions and aims of the experience. The school's work experience co-ordinator will oversee completion of the form and it will be countersigned by a member of SLT. If a placement is deemed to be of higher risk or the student classed as vulnerable then a health and safety check from EBP will be required. The form needs to be returned to the WECO at least 7 weeks before the start of the placement.

## **5. Procedures**

The College employs a Work Experience Coordinator who will be the first point of contact for all students and providers.

Students will meet with Tutor to discuss placement options and ideas, and will visit or write to the employer.

A whole year assembly will be held to hear about the benefits and process of W/E, and Health & Safety issues relating to work experience placements, and to meet Mrs Westcott-Wolstenholme and Mrs Jacobs.

Any problems that arise during the placement on the part of either the student or the provider should immediately be referred to Work Experience Coordinator. If students are ill during their placement they must ring both the school and the employer.

Students will have the opportunity to discuss their placements in tutorial and will be required to send a letter of thanks to the employer. The WECO will also send a letter of thanks on behalf of the College.

Where a student has special educational needs, a disability, an illness or any other condition that might affect his/her wellbeing on work experience, the school will inform the employer of this condition in writing. In each case, permission to disclose this information to the employer will be sought from the parents/guardians of the student concerned and the Headteacher.

## **6. Parents' Meetings**

The school will, each year, hold a meeting for parents in order to explain to them the process, requirements and risks of work experience. The meeting will explain the various stages of organising work experience and it will highlight and make clear the school's responsibilities, the parents' responsibilities and the student's responsibilities. There will also be an opportunity at the meeting for parents to ask questions.

## **7. Troubleshooting**

The school's work experience co-ordinator will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs, i.e. from planning through to evaluation. The co-ordinator will be required to refer any serious or significant problems to the Head of Post 16 or Headteacher as appropriate. Employers, parents and students will be given the name and contact details (school based) of the Work Experience Co-ordinator.

**Work Experience- Exmouth Community College  
Post 16**

<b>Name and Tutor Group:</b>	<b>Date of Birth &amp; Age:</b>
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**Student Contact Details:**

**SECTION TO BE COMPLETED BY EMPLOYER**

**Placement name and address:**

**Contact (name and position):**

**E-mail:**

**Contact number:**

**Type of work to be undertaken/duties:**

**Agreed dates of experience:**

<b>Employer: Please take a few moments to answer the following questions, sign/date:</b>	<b>Please tick</b>	
	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Do you have employer liability insurance? (please give details of insurer, policy number and expiry date)</li> </ul>		
<ul style="list-style-type: none"> <li>Do you consider this placement to be of low, medium or high risk? (High risk placements included construction, agriculture and manufacturing, motor vehicle workshops &amp; garages)</li> </ul>		
<ul style="list-style-type: none"> <li>Do you employ people under the age of 18?</li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Have you had work experience students before?</li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Will the induction process include sharing of appropriate risk assessments/risk management strategies?</li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Will there be adequate supervision if the placement requires the student to leave the main premises?</li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Will there be times when the student is working with someone who is classed as a lone worker?</li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Will the work placement involve working with vulnerable adults/children?</li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Has the company been advised by the HSE not to take work experience students?</li> </ul>	<b>YES</b>	<b>NO</b>

**Further information you may feel is relevant:**

**General information:**

- Dress code expected:
- Working Hours:
- Break arrangements:
- Who to report to on first day:

Name: Employer	Signature: Employer	Date:
Name: Parent/Guardian	Signature: Parent/Guardian	Date:
Name: Student	Signature: Student	Date:

**Section to be completed by member of Exmouth College SLT**

• Placement agreed by SLT:	<b>YES</b>	<b>NO</b>
• Information to be shared with employer:		

**Section to be completed by student after experience:** How did this experience help you towards your next steps?

**School contact details** - Julia Jacobs Telephone 01395 255688 or  
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