



February 2019

Reviewed by:
Principal, Head of College,
KS5 Raising Standards
Leader, Governors

Date of Next Review:
February 2020

**Post-16 Work
Experience Policy**

Newman College Post-16 Work Experience Policy

Introduction

Newman College recognises that as part of the DfE 16-19 Programmes of Study all young people should experience some work-related learning at some time during Key Stage 5.

Definition

The Department for Education has defined Meaningful Work Experience as:

1. Purposeful, substantial, offer challenge and is relevant to the younger persons' study programme and/or career aspirations.
2. It is managed well under the direction of a supervisor/Careers Lead in order to ensure that the student obtains a genuine learning experience suited to their needs.
3. It ensures that time is well spent: the employer has prepared a structured plan for the duration of the work placement that provides tangible outcomes for the student and employer.
4. It provides up-front clarity about the roles, responsibilities and the expectations of the student and employer.
5. It is reviewed at the end: the employer provides some form of reference or feedback based on the young person's performance during their time on the work placement.

Commitment

Newman College is committed to providing the opportunity for Key Stage 5 students to undertake Work Experience as part of the CEIAG Programme. The college is committed to meeting the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, as well as DfE and Ofsted guidelines and therefore achieving the following:

- Enabling students to gain experience of the world of work and to develop relevant qualities including initiative, assertiveness, independence, confidence, respect for others, the ability to compromise and negotiate and to understand more about work-related issues e.g. health and safety, equal opportunities, business organisation.
- Being proactive by ensuring that safe systems and practices are established and maintained for work experience placements and adequate training is provided in order to minimise or, so far as is reasonably practicable, to remove all risks to employees, the general public, students and others.
- Ensuring risk control procedures are established to deal effectively with risk relating to the work experience process.
- Continuously improving its health and safety performance.

The policy fully supports and enhances Newman College and Cardinal Newman Catholic School's Education, Information, Advice and Guidance policy.

Responsibilities

The following staff are identified as responsible persons in relation to Work Experience Placement:

- The Principal and Head of College
- The Raising Standards Leader for Key Stage 5
- The Careers Lead for Newman College
- The Lead Teacher for Newman College
- The Pastoral and Progress Leaders for Years 12 and 13
- The Pastoral and Attendance Manager
- Years 12 and 13 Form Tutors
- Newman College support staff

Students are responsible for conducting themselves in an appropriate manner during work experience.



Safeguarding Young People

This policy ensures that the Health and Safety at Work Act is upheld, ensuring that as far as is reasonably practical, and students are not exposed to risks to their health and safety. The selection, safety and suitability of Work Experience post-16 are essential. To this end the college placements requested by Newman College students are checked prior to placement.

The Management of Health and Safety at Work Regulations, 1999, require employers to complete a risk assessment specific to young people before they are employed. Students are issued with a Work Experience portfolio prior to the placement. This includes information on health and safety in the workplace. They are expected to take this portfolio with them and take note of health and safety when they arrive at their placement, e.g. Fire evacuation procedures. The portfolio contains college and family emergency contact numbers for the employer's information in the event of a situation requiring contact with family/college.

All placements will be contacted or visited during the experience to monitor students' progress. This provides an opportunity for the student or employer to raise any relevant issues. Students are advised to contact the college if they have any concerns.

Development

This policy is reviewed annually through the College Leadership Team and other external partners such as Brighton and Hove City Council.

Aims

The Work Experience programme at Newman College aims to help students to:

- Experience and understand the world of work.
- Raise students' aspirations and improve motivation to do well in college
- Understand the local labour market and become familiar with employer expectations.
- Appreciate the relevance of the college curriculum and links to the world of work.
- Transfer and further develop skills learnt at college
- Gain an insight into the skills and attitudes required by employers.
- Understand how an employing organisation functions.
- Become aware of Equal Opportunity matters in employment.
- Raise awareness of the importance of Health and Safety at Work.
- Develop skills and knowledge for adult life, in self-reliance, flexibility and working with others.

Learning Outcomes

Pre-placement the student will:

- Use the pre-placement portfolio to learn about work-related learning skills
- Identify what they hope to learn from/get out of Work Experience, based on their own strengths and needs through self-assessment
- Explore a range of Work Experience options and select an area of interest
- Identify the skills he/she may need at their placement
- Health and Safety awareness
- Make contact with the employer and find out the specific requirements of the placements, making themselves aware of expectations e.g. dress code, start/finish times, who to report to.
- Make personal arrangements prior to placement

Whilst on placement the student will:

- Work with others conducting a variety of tasks, applying and consolidating skills already learnt

- List the jobs they have undertaken
- Identify new skills learnt
- Identify the areas of work he/she has enjoyed/not enjoyed, giving reasons
- Describe his/her working conditions
- Find out about the entry requirements [training and personal qualities] for employment in the specific workplace
- Interview two members of the company/placement
- Complete the tasks as required by the placement portfolio

Post placement the student will:

- Recognise whether they have met their personal objectives
- Complete the post-placement portfolio to reflect on and evaluate their experience
- Make an assessment of themselves within the work place
- Evaluate their experience
- Have a heightened awareness of him/herself and the world of work
- Identify any personal changes needed in his/her future action plan

Students' Needs

Students' with individual/special needs in relation to work experience will be identified in partnership with the SENDCO, Form Tutor, Pastoral and Progress Leader, Pastoral and Attendance Manager (PAM) and Attendance Administrator.

Entitlement

All students' are entitled to Work Experience in Key Stage 5 as part of their co-ordinated Careers Education, Information, Advice and Guidance Programme at Newman College.

Equality of Opportunity

The programme promotes Equality of Opportunity and inclusion by providing all students with appropriate opportunities and helps to address issues of stereotyping which may influence students' choice of employment. The programme is planned and implemented by the College Leadership Team - the Raising Standards Leader and Careers Leader and the Pastoral and Progress Leader for Year 12 who are responsible to the Head of College.

Monitoring Review & Evaluation

The Work Experience programme is evaluated with key staff including the College Leadership Team, Post-16 staff, tutors, Pastoral and Progress Leaders and Key Stage 5 students. The results of evaluation are used to inform, review, and develop the work experience programme. The results of evaluation are communicated to key staff through the School Improvement Groups and college Key Stage 5 Pastoral and Curriculum Leaders' Meetings and bespoke Progress and Guidance Meetings, where appropriate.

The overall Work Experience programme is evaluated annually by the Careers Leader and Pastoral and Progress Leader using the following methods:

- The number of KS5 students attending placement
- Feedback from the student Work Experience portfolio
- Student placement visit/telephone call by a member of staff
- Employer feedback forms
- Feedback/comments from parents/carers and key college staff.

Review Date

This Policy will be reviewed bi-annually by the Principal, the Head of College, the Raising Standards Leader for Key Stage 5, the Chair of Governors and the Sixth Form and Careers Link Governor.