



Work Experience Policy and Procedure

Applies to: Ardingly College Senior School

Person Responsible: Director of Enterprise and Employability

Policy review:

Last review date: September 2024

Next review date: September 2025

Monitoring:

Senior Deputy Head

Head of Sixth Form

Heads of Department

Definition

Work experience may be defined as: “A placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of experience.”

Aims and Objectives

To support students looking to explore work experience opportunities and to help them to understand the expectations, responsibilities and experiences of the working world.

As part of the wider curriculum, work experience will help students to:

- Gain greater understanding of the requirements of work
- Gain experience in an organisation within a career sector of interest
- Be proactive and show initiative in sourcing work experience opportunities
- Take responsibility for their personal development
- Develop social and work-related skills
- Understand health and safety requirements within the workplace.

Roles and Responsibilities

- Ardingly has identified a Director of Enterprise and Employability who is responsible for all aspects of work experience and is supported by the Head of Sixth Form and the Senior Management Team.
- All students from Year 7 will participate in introductory work experience sessions as part of their PSHE lessons. This includes the exploration, sourcing, and application of work experience opportunities in line with their interests and skills.
- The Director of Enterprise and Employability will establish a database of contacts of appropriate companies who are willing to be contacted for work experience placements (including Old Ardinians, parents, local businesses, and staff networks).
- The Director of Enterprise and Employability will liaise with potential employers to ensure proper vetting of all places of work and contacts within the company.
- Where possible, the Director of Enterprise and Employability will take the pupil to visit the workplace where the placement will take place, to become familiar with the environment and meet their mentor for the placement. Any charges incurred during this visit will be recharged to the pupil's account.
- The necessary risk assessments (including age and gender appropriate assessments) will be completed and kept on record.
- Ardingly College is committed to the welfare of our pupils and appropriate checks will be made as part of the risk assessment, ensuring the appropriate level of supervision will be given to our pupils during their work experience.
- Work experience will take place during holiday or half term breaks and will not interfere with any Ardingly College commitments.

Procedure

- Students are expected to show initiative and be proactive in their search for work experience opportunities.
- If students are interested in sourcing work experience, available opportunities will be researched carefully and chosen in collaboration with the student, parent, and Director of Enterprise and Employability.
- The student will write to the employers with the support of the Director of Enterprise and Employability to arrange an interview. This may be conducted in person or virtually.
- Once the placement has been agreed, the Director of Enterprise and Employability will write to the company confirming the placement, agreeing full terms, and requesting that the necessary paperwork is completed (employer details and agreement) and returned to the Careers Department in advance of the placement date.
- Parents/ carers/ guardians will be kept informed of any progress made during the process.
- Parents will be given information about the placement, including purpose and aims of the work experience, when and where it will take place, travel arrangements, nature of work, working hours, risk assessment, relevant contact details, and how they can support their child during the placement.
- Once parents, student and employer have signed the agreement, the placement will be confirmed.
- The student will be set work experience objectives and will be given a chance to reflect on these objectives during and after the placement.

Debriefing and Evaluation

- After completion, the employer, student, and Director of Enterprise and Employability will evaluate the placement and record feedback. This will be held within cloud-based software.
- Feedback from the employer will be discussed and shared with the pupils and parents.
- All details regarding the placement will be kept on file.
- The student may request a reference from the employer.
- The student and Director of Enterprise and Employability will write to the company to thank them for the experience.
- Students may be asked to share their experiences with their classmates.