



# Work Experience Policy and Procedure

Ardingly College Senior School Pupils

Person Responsible: Head of Careers

Policy review:

Last review date: September 2022

Next review date: September 2023

Monitoring:

Head of Sixth Form

Deputy Head Staff and Operations

Head of Careers

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

## Roles and Responsibilities:

- Ardingly has identified a Head of Careers 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 exploring various types of work experience, where to look for work experience and how to apply for work experience. The programmes may be virtual or face to face.
- The Head of Careers 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 contacts).
- The Head of Careers will liaise with potential employers to ensure proper vetting of all places of work and contacts within the company.
- The Head of Careers will make contact with the company where possible.
- If possible, the Head of Careers will take the pupil to visit the work place 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 pupils 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 Head of Careers.
- The student will write to the employers with the support/assistance of the Head of Careers to arrange an interview. This may be conducted in person or telephonically.
- Once the placement has been agreed, the Head of Careers will write to the company confirming the placement, agreeing the details of the placement 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, contact details during placements 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 set a number of objectives to achieve during the work experience placement and will be given a chance to reflect on these objectives during the placement.

### Debriefing and Evaluation

- Once the work experience placement has taken place, the employer, student and Head of Careers will evaluate the placement and record feedback. This can be done online using My Future Choice or similar tools.
- The Employer will be asked to provide feedback on the student and this feedback will be shared with the pupils and parents.
- All paperwork will be kept on file.
- The student may request a reference from the employer.
- The student and Head of Careers will write to the company to thank them for the experience.
- Students may be asked to share their experiences with their classmates.