

## Work Experience

<b>Issue Date:</b>	March 2018, 2020
<b>Review Date:</b>	This policy will be reviewed and revised by the administration team on a biennial basis.
<b>Endorsement:</b>	Full endorsement to this policy is given by:
<b>Name:</b>	Thais Bishop
<b>Position:</b>	Brighton Waldorf School Trustee
<b>Signed:</b>	
<b>Date:</b>	03/09/2020

### Policy Statement

Brighton Waldorf School recognises the value of quality work-experience placements and work-related learning as part of its Life Skills curriculum. Being an important element in students' preparation for adulthood and the world of work.

### Procedure

#### Aims of Work Experience

The school acknowledges the importance of using work experience to achieve the following learning outcomes:

- a. developing students' employability and key skills — what it is like to be at work
- b. careers education and guidance — to get an impression of the world of work and the implications this will have on their careers
- c. vocational subjects — to bring to life in a practical way subjects that are being studied in the classroom
- d. personal and social development — to develop maturity and improve motivation, self-confidence and interpersonal skills
- e. general issues — to get a better understanding of a variety of issues, eg health and safety, citizenship, the environment, and social and moral education.

## **Linking to the School Development Plan**

The plan and policy for work experience will be linked into the planning cycle of the school improvement plan and fully incorporated within this structure, with appropriate funding.

The objectives and learning outcomes for work experience will be linked to the school's overall curriculum plan for raising student achievement.

The school will ensure that work experience coordinators have a full understanding of the various requirements when placing students.

## **Roles and Responsibilities**

The member of the Leadership Team who has been given the responsibility for overseeing the school's education for work programme is Carrie Rawle. She will make regular reports to the Trustees.

The Leadership Team will be fully committed to work experience and its appropriate funding.

The work experience coordinator will be the single point of contact for teachers, students, parents, education–business links organisations, employers and outside bodies. The coordinator will also have an important input in the continuing development of the school's strategic plan for work experience.

The school will encourage employers to take an interest in its strategic plan for work experience to enable them to fulfil their responsibilities for caring for students during the time of placements.

The school will make every effort to ensure that parents are fully briefed about their child's placement to enable them to support their children.

## **Curriculum Links**

The school will maintain the following links between work experience and the curriculum.

### **Careers Education**

Opportunities will be sought to develop skills associated with the world of work.

### **Vocational Subjects**

Students will be encouraged to improve their understanding of the relevance of what they have been studying in school and how it is applied in the workplace.

### **Extended Work-related Learning**

Some students will be assessed individually to see if they might benefit from an extended placement.

## **Assessment of Student Learning Achievement**

Students will have individual action plans and will be given progress files to complete during their placement. This will enable them to record their learning achievements, providing useful documentary evidence that will assist the school in monitoring the programme.

## **Briefing Sessions**

Briefing sessions will be held to enable the school staff and students to agree the precise outcomes expected from the placement and to ensure that the student is completely familiar with all the administrative detail.

## **Visits to the Workplace**

The school will, as far as possible, visit all workplaces to establish a proper partnership between the school and the provider. Health and safety issues will be identified and discussions will take place to ensure that what is being offered matches the needs of the student. Every student will be visited at least once during the time of the placement.

The following guidance literature will be read by the work experience coordinator:

*Work Experience: A Guide for Employers, Work Experience for Organisers, Safeguarding Young people on Work-Related Learning including Work Experience.*

## **Debriefing Sessions**

Debriefing sessions will be held to give students the opportunity to identify what they have learnt and how their placement has related to the curriculum and to the career of their choice.

## **Organising Work Experience Placements**

The following factors will be considered when organising work experience placements.

### **Duration of Placement**

Placements will last for two weeks during the spring term of Class 9..

### **Student Needs, Continuity and Progression**

Appropriate student needs will be taken into account, with due attention being paid to previous experience of work.

### **Equal Opportunities**

Care will be taken to avoid stereotyping, either overt or covert, when choosing placements.

## **Attendance Registers**

Students on work experience will be classed as taking part in an “approved educational activity” and will not be marked as “authorised absent”.

## **Transport**

Consideration will be given to assisting families who have difficulty in arranging transport.

## **Related Policies:**

Health and Safety

Safeguarding