



ST. JOSEPH'S  
CATHOLIC COLLEGE

# Work Experience Policy 2014



## **St Joseph's Catholic College: Policy for Work Experience**

### **Purpose:**

Work Experience is where a young person, as part of the College curriculum, undertakes a work placement; the emphasis is on pupil as learner rather than employee. The aim of work experience is to provide young people with an insight into the world of work, its environment, disciplines and relationships; Work Experience is part of a wider programme of work-related learning.

Work experience is accessible to all learners and is consistent with the College's equal opportunity policy. Identified learners will be encouraged to undertake an appropriate placement for 5 days or in certain circumstances over an extended period, supported by preparation, briefing and debriefing in College. For those participating in the alternative learning pathway, they may undertake a placement for one day a week in addition, that complements their practical learning course at college.

### **Main Objectives:**

1. Raise awareness of and practice key skills in a work environment
2. Practice application for work skills ( CVs, letters)
3. Develop understanding of work disciplines, relationships and responsibilities
4. Develop self awareness and self confidence
5. Make connections between work and education, and consider future planning in light of the experience
6. Where it is appropriate, learners may start to learn work skills appropriate to the type of work they are participating in.
7. Work experience is an enrichment activity for the students

### **Organisation:**

The programme takes full account of the Guidelines laid down by Swindon Local Authority.

Learners undertake an initial programme that prepares them for making placement choices. There are two principal ways of applying for a placement: to set up a 'private arrangement' through own contacts or to .

Applications are approved by the College Co-ordinator on the basis of references from tutors, consultation with SENCO and College Child Protection Officer. When placement applications have been approved, learners are encouraged to send a letter of application, a CV and in some cases attend an interview.

Learners are encouraged to apply for placements they are interested in and the Co-ordinator will meet with learners when necessary to ensure the matching is appropriate.

Learners who need assistance with the application process are identified and given additional support in conjunction with SENCO. The Co-ordinator supports those learners who experience difficulty in securing a placement.

### **Preparation for Students:**

Preparation is undertaken in tutorial sessions.

This includes establishing how to apply, what employers expectations are, dealing with problems in the work place, writing letters of application and CV's. Health and Safety is covered with use of LSC DVD and Be Safe work book, Work Experience work book logs target setting and diary of experience.

### **Target Groups:**

It is no longer a statutory requirement that a work experience programme is offered to all Key Stage 4 learners and as such will be used to meet the needs of learners through discussion with tutors and pastoral managers as and when required.

### **Briefing for Students:**

Jointly undertaken by the Co-ordinator and tutor who will cover individual issues e.g. travel, dress, concerns etc. Emergency out of hours contact telephone numbers and any additional placement information is communicated as required to individual learners.

### **On Placement:**

A member of the College staff will contact each placement by telephone to check all is well and arrange a visit. The visit is to support the student in their learning, to assist learners to complete their learning record book and to resolve any problems. Staff benefit from the experience of visiting local employers and can relate to varying work place environments.

Learners will maintain a logbook to review what they learn and to provide a record of their achievements. The main emphasis is on recording the tasks they undertake and key skills they have been able to use successfully.

### **Debriefing:**

On return to College, all learners are debriefed to clarify their learning and consider how the experience affects their thinking about the future. All learners construct a thank you letter which is sent to employers and complete a self-assessment of their experience.

## **Responsibilities:**

The Work Experience Co-ordinator has overall responsibility for the programme (including planning, curricular developments, resources and evaluation). The co-ordinator is also responsible for the completion of the Quality Standard for Work Experience its review with the 13-19 Development Team and audit. The co-ordinator will liaise with employers as necessary, oversee administration, provide guidance and resources for staff involved and will organise and negotiate placements with students. The Co-ordinator manages all administration, for learners. A more detailed explanation of responsibilities of both the College and all outside organisations are in the Swindon Local Authority Guidelines.

- Employers provide structured, purposeful and supervised placements.
- All College staff are encouraged to be involved with supervising learners on placement

## **Resources:**

Costs are met through the Business and Enterprise budget.

## **Curricular Links:**

There is a big emphasis on enterprise links and employability skills that are developed. These skills are built on with the wider Work Related Learning Programme in College during Business and Enterprise Days and various employer engagement activities in College. Learners are encouraged to reflect on how their experience can enhance their work in College and in all subject areas.

## **Performance Indicators:**

The success of the programme is influenced by the following indicators in particular;

- The number of learners who complete placements
- The number of learners who receive positive employer reports
- The number of learners who complete the learning record book and H & S Be Safe work book
- The number of quality placements undertaken (based on staff and learner feedback)
- The number of learners who feel their experience is a positive learning experience (from evaluation sheets and learning record books)

The learner will receive a college certificate after successfully completing their work experience placement

## **Evaluation:**

A file is compiled documenting the process and issues as they arise. This information is reviewed using employer reports, learner reports, feedback

from staff, and analysis of the reference indicators as listed above. Recommendations for the following year are confirmed in an action plan and the Quality Standards Framework is reviewed and updated.

Funding ( EFA May 2014)

Work experience in year 12 is fundable through the inclusion of the hours in planned non-qualification hours. Whether to include such work experience is depended on the study programme and the student.

External work experience can add value to academic programmes by preparing students ultimately for work

It is important that the experience has been purposeful and the students have gained from the experience.

In all cases where work experience is with an external employer, external to the learning environment and at an external site, St Joseph's will record this in one of the 6 learning aims indicators in the ILR/school census

**Links to other College Policies:**

IAG

Equal Opportunities

Health and Safety – Work Experience

Business and Enterprise