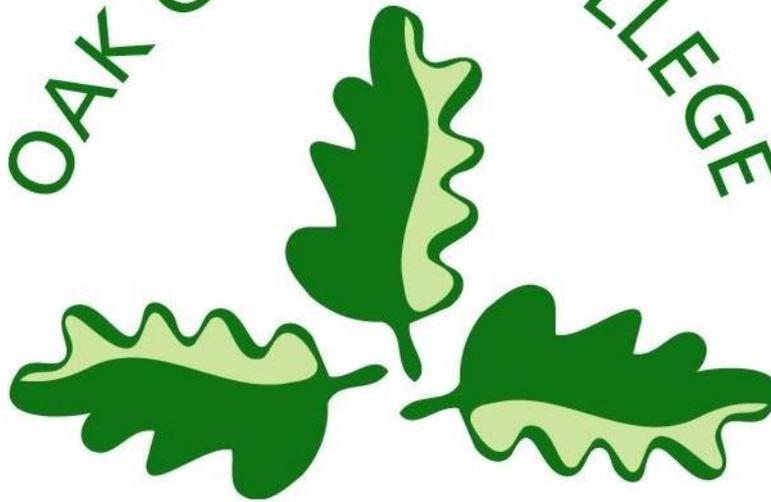


OAK GROVE COLLEGE



Everyone matters, every day counts

# WORK EXPERIENCE POLICY

Policy created:

Policy first adopted:

Signed chair of Management Committee:

Re-adopted & signed:

Reviewed and rewritten with Work Exp coordinator, SLT, ELT February 2018



## Work Experience Policy

Work experience is defined by the DFES as “a placement on an employer’s premises in which a student carries out a particular task or duty, or more or less as would an employee, but with an emphasis on the learning aspects of the experience.” (Work Experience - a Guide for Schools - DFES, 1999)

In accordance with the DFE guidance on Post 16 Study Programmes, work experience is included as a key part of the Sixth Form curriculum to ensure that “all young people should be able to gain real experience and knowledge of the workplace” (Wolf Report 2011).

The work experience programme seeks to provide opportunities for students to learn about work and learn through work. It aims to give young people the opportunity to prepare for the responsibilities and experiences of life. It also helps the students connect their education with future career options, choice of college and working lives. In addition, it builds confidence in handling new situations and working within a team of adults. Oak Grove accepts work experience students from local colleges of Further Education and we also encourage and support, where appropriate, our students to attend work experience opportunities. Work experience can be a key component of Preparation for Adult Life.

The management committee of Oak Grove College is responsible for ensuring that the work experience policy is up to date and monitoring that work experience is effective for all students and that this is delivered to a high standard.

The Headteacher has overall responsibility for ensuring the health, safety and welfare of students on work experience and that staff who have responsibility for work experience ensure this is undertaken to the highest possible standard. This includes ensuring that the work experience coordinator receives the appropriate training and is effectively line managed by the relevant member of the Extended Leadership Team.

The Sixth Form Pastoral Leader and the Sixth Form Curriculum Lead have responsibility for ensuring there is effective communication between the work experience coordinator, staff, students, families and employers and that all relevant processes and policies are followed.

The work experience coordinator has the roles as outlined in detail in appendix A and is responsible for the day to day operation of all elements of work experience.

Depending on the appropriateness, all students will be given the opportunity to attend a work experience placement during their Sixth Form career.

The type of placement will depend on the skills, specific needs, social competence and interests of the individual students and therefore the experience of work experience will be highly personalised.

Oak Grove College views work experience as an integral part of the learning experience for Sixth Form students. This builds upon the work related learning that is integral to all the work in Key Stage 3 and 4. Work experience is also based on the curriculum work in the Sixth Form and this can be supported placements with OGC staff present on site for example at Lancing College Farm. It could also be working with staff on site for example the Sixth Form café. (Both) these examples are classed as college educational visits or curriculum based work in college.

All off site work placements where a student may be undertaking it independently are made available through the Northbrook Metropolitan College, West Sussex, Work Experience Directory. Listed employers and their companies have been thoroughly checked by the Northbrook Metropolitan College, Work Experience Team, including all aspects of Health and Safety, Employers Liability and correct Insurance Certificates, in accordance with West Sussex County Council guidelines.

The College has a responsibility to ensure the welfare and safeguarding of students while on work experience placements. Employers should be clear that we are asking them to take responsibility for students social welfare as well as their physical welfare.

Employers should do all they can to ensure that their employee's relationship with students on work experience are appropriate and do not give rise to concern. Attitude, behaviour and language all require care and thought. Employers must read and sign the 'Principles of Child Protection document' unless they are a school and as such have a current Safeguarding policy.

Prior to and during their time at Oak Grove College students receive instruction on H&S awareness, the importance of teamwork, following instructions, problem solving, first aid through their curriculum. Once a student has been matched to a suitable placement (these will be matched as closely as possible to students aptitudes, ability and interest) the relevant consent, medical information and work experience agreement forms are sent home to families to fill in before being returned to OGC. The work experience co-ordinator will liaise with the families to ensure that all parties are clear about the placement and what is expected from the student. In addition, several elements of the Sixth Form curriculum enable students to develop their understanding of what makes a successful worker. They learn about health and safety awareness, the importance of team work, following instructions, problem solving, first aid among other areas. In addition, several elements of the Sixth Form curriculum enable students to develop their understanding of what makes a successful worker. They learn about health and safety.

Whilst the student is at the placement the work experience co-ordinator will monitor the placement regularly to check that everything is running safely and smoothly for both the student and the employer. This will be conducted through regular telephone calls, emails as well as an unannounced visit.

It is the student's responsibility to inform the employer and the college if they do not attend the placement due to sickness. It will be the student's, family's responsibility to arrange travel to and from the work placement as this will encourage all students to take responsibility for their time and this will reflect work life realities.

On returning to OGC the student will feedback with the work experience co-ordinator, and this information will be helpful in enabling them to proceed to make enquiries into a college placement or to investigate work opportunities. The work experience co-ordinator liaises with the form tutor and pastoral leader and a copy of the work experience report is placed in the students college file and will form part of the annual curriculum report and annual review process for the Education, Health and Care plan.

On a termly basis a list of students, their placements and time on placement along with successes and strengths is provided to the Headteacher and copied to relevant pastoral leads, by the work experience coordinator. This ensures that the Headteacher can report to the management committee the work experience of students and that pastoral leaders can ensure appropriate skills development for each student.

At each end of term assembly the achievements of those who have been on work experience will be recognised to the full College and recognised in the college newsletters. This will help promote the positive image of work experience and aiming for work.

The following are appendices to support this policy being carried out:

Appendix A: Job description for the work experience coordinator.

Appendix B: Monitoring form for work experience.

Appendix C. Initial Letter re work experience.

Appendix D. Information for employers.

Appendix E. Work experience details and information form.

Appendix F. Student work experience planning sheet.

Appendix G. Medical questionnaire for work experience

Appendix H. Principles of Child Protection for work experience

## Appendix A:

### Job description for Work Experience Coordinator

Grade 5

Job Title Teaching Assistant with responsibility for Work Experience co-ordination

#### Purpose of the Role

To work with teachers as part of a professional team to support teaching and learning.

Providing learning support to students who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and /or behaviour, social, communication, sensory or physical difficulties.

The post holder will provide support to the College in a range of duties. He/she will support whole school events as and when required.

#### Key Duties:

- Take part in developing and maintaining resources to assist in teaching. This includes ensuring the concrete resources and visual displays are maintained and appropriate.
- Under the direction of class teachers, following agreed lesson plans, lead the teaching and learning of individuals/ groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising with colleagues over problems. Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including IT, to assist in teaching under the direction of the Teacher.
- Support the teacher in the monitoring, recording and assessment of pupil progress, arranging and contributing to specialist assessments as required. Ensure there are detailed and reliable records of individual's progress. Assist teachers/line managers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.
- Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. Administer and invigilate tests and examinations as directed.
- Co-ordinate, initiate and develop liaison with parents, carers and outside agencies, ensuring effective communication throughout.
- Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, and education welfare officers, to meet the personal and educational needs of individual pupils.
- As required, support specific projects or activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Work with pupils on therapy or care programmes
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters, reporting problems to the appropriate person. Physically assist pupils in activities including lifting/hoisting where mobility is an issue

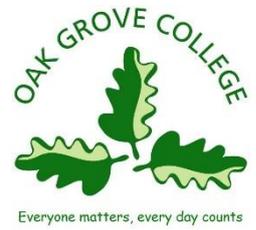
- Take part in swimming lessons if required
- Administer medication in accordance with agreed plan under the direction of the healthcare professional
- Escort and supervise pupils on educational visits and out of school activities
- Maintain/update confidential pupil records
- Breaktime supervision including facilitating games and activities
- Advise and assist pupils in the use and deployment of complex personal learning aides and equipment
- Clerical support
- Ability to work across the school as required, including allocation to other teaching teams and departments
- Attend relevant training courses and meetings as required
- Be aware of and comply with school policies and procedures
- Any other reasonable direction from the Headteacher

**Additional duties as The Role of the Work Experience Co-ordinator for OGC:**

- Ensure the effective management of the college work experience programme.
- Liaise with the work experience partnership to ensure a comprehensive database with regards to placements.
- Source and advise the partnership of new placements by regular contact with employers.
- Ensure all health and safety regulations are met with regards to students and their work place.
- Provide comprehensive information to families regarding work experience; this will include creating documentation on a regular basis and, when appropriate, have one-to-one contact with families.
- Ensure the successful implementation of the work experience programme through structured lessons, ensuring all students understand, and are able to access, the data base, and are fully advised and supported with information and choice.
- Provide and collate all the necessary documentation to employers, families and students with regards to data protection, health and safety, job descriptions, and where appropriate students medical details/confidential details.
- To ensure that vulnerable students are placed in the most suitable environment and the placements are regularly monitored.
- Advise teaching and non-teaching staff to ensure awareness of the work experience programme and necessary involvement.
- Arrange all staff visits whilst students are out of college participating in work experience.
- Monitor feedback and deal immediately with any issues arising.
- To be available as first point of contact for employers, students and families during the work experience programme. (Out of normal working hours if necessary).
- To assess, through the delivery of work experience debrief sessions, the success of the programme.
- To ensure that the work experience placements are aware of college expectations regarding safeguarding.

The post is subject to DBS clearance in line with "Safeguarding Children & Safer Recruiting"

The content and reporting lines may, in consultation with the employee, be reviewed because duties change over time, and the job description needs to reflect these changes.



Appendix B:

Module: **Learning through Work Experience**

Student: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date completed: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

**Aims**

Health and Safety induction - Supervisor to explain and date

Start, break and finish time - Supervisor to explain and date

Identification of supervisor - Supervisor to explain and date

What to wear - Supervisor to explain and date

Following instructions - student to be observed

To carry out tasks requested - student to be observed

To use help and advice when given - student to be observed

**Student specific targets:**

What the student wants to learn from the experience

1

2

3

## Evaluation of the work experience

Thank you for giving our young person the opportunity to learn in a work experience placement. Please rate the young person for each of the following areas. 1 is excellent, 3 satisfactory, 5 is poor. In the final column, please feel free to add any comments you wish. If you require any further support to prove the best for our student on work experience, or need to discuss their placement please tick this box ( ).

Attendance	1 2 3 4 5	
Punctuality	1 2 3 4 5	
Readiness for work - right clothing/equipment/attitude	1 2 3 4 5	
Ability to follow instructions	1 2 3 4 5	
Ability to carry out the tasks requested	1 2 3 4 5	
Ability to use help and advice when given	1 2 3 4 5	
Student target 1	1 2 3 4 5	
Student target 1	1 2 3 4 5	
Student target 1	1 2 3 4 5	

Completed by: \_\_\_\_\_

Student comments on what went well:

Appendix C:

**Student Planning Sheet / Initial Interview**

Student Name: \_\_\_\_\_ Tutor Group \_\_\_\_\_ U16: Y / N

1<sup>st</sup> choice: \_\_\_\_\_ Previous placement \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

Independent travel \_\_\_\_\_ Help from/by \_\_\_\_\_

**One week or 5 x Thurs** work experience \_\_\_\_\_  
(remember college/GCSE Ma)

Awareness of: Dress Behaviour Time-keeping Initiative

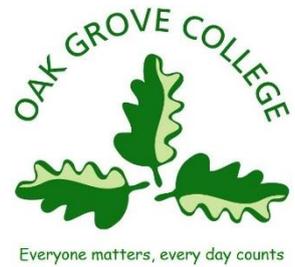
Date	Notes on phone calls/contacts/arrangements made

**Date and time of interview/visit/who with**

**Work experience dates**

Health & Safety grade	
Paperwork to student	
Paperwork returned, signed	
Advice slips to Form Tutor	
Paperwork sent to employer	
Monitoring visit	

# Work Experience Information Form



Student Name \_\_\_\_\_

Address \_\_\_\_\_

Any interests or hobbies (things you like to do) \_\_\_\_\_

Type of work placement you would like (e.g. care, building trade, shop work)

If you know of a particular place or person who would be willing to accept you for a placement, please give the details here:

Place or Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Name and Telephone Number \_\_\_\_\_

All companies or people who offer to take students must be willing to be approved by West Sussex County Council Work Experience Team.

Thank you for taking the time to fill out this form.



Everyone matters, every day counts

The Boulevard, Worthing,  
West Sussex. BN13 1JX

Tel: 01903 708870

Fax: 01903 705439

office@oakgrove.w-sussex.sch.uk

www.oakgrovecollege.org.uk

Headteacher: Phillip Potter

[NAME and ADDRESS]

27 March, 2018

Dear XXXXX,

I am pleased to have been able to arrange an interview for a work experience placement for (student name) at (name of placement) in the (kitchen??). The date for the interview is the (interview date) at (time) so I will take him/her from school. I will confirm at the interview the dates that XXXXX be working. I have, in principle, asked for one day a week during term time only, until (end date) when XXXX finishes his/her 1 year course with us at Oak Grove College.

I have enclosed a medical form for you to complete and return to school as soon as possible. Please also sign the slip below giving your permission for him/her to attend this placement.

If you have any queries please do not hesitate to contact me.

Yours sincerely,

**David Alderton**

Work Experience Co-ordinator

✂-----

Please return to David Alderton at Oak Grove College

I/We give permission for \_\_\_\_\_ to attend work experience and agree to manage all transport arrangements to and from the placement.

Signed by Parent/Carer \_\_\_\_\_



## Work Experience Details and Information

Jobs I do at work:

Jobs I like to do:

Jobs I find harder to do and would like more support with:

People I work with:

People I enjoy working with:

People who help me at work:

People I have made friends with:

# Information for Employers

## Education Details

Address: Oak Grove College, The Boulevard, Worthing, West Sussex, BN13 1JX

Headteacher: Phillip Potter

Phone Number: 01903 708870

Out of Hours telephone number: Phillip Potter 07903 271277

Work Experience Co-ordinator: David Alderton

Daytime contact: 01903 708870 ext 514

In Emergency: during the school day: 01903 708870

Out of School hours: Phillip Potter 01273 841454

mobile: 07903 271277

## Student Information

Name: XXXXXXXXX

Age: XX

### **In case of emergency:**

Parent/Carer: (name)

Telephone Number: XXXXX

Additional emergency contact: name and telephone number

