

Work Placement Policy

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1. Rationale

Work Placement forms part of Work Related Learning and is part of the learning entitlement for all students. This process engages students in learning about work; through work and for work. It also supports the five outcomes of the Every Child Matters Agenda which are all mutually reinforcing. At NeneGate School Work Related Learning has an important contribution to make to the education of all students in order for them to make an effective transition from school to adulthood and to employment.

*Work Placement may be defined as: ‘a placement on employers’ premises in which a learner 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 the placement.'

2. Aims

Work Placement is part of careers education and personal development. It aims to give students the opportunities to:

- gain an insight into a career or chosen occupation and to placement day to day aspects of employment
- learn beyond the confines of the organised curriculum
- understand their own strengths and areas for development
- build confidence and independence
- connect their learning with working lives
- work as part of a team
- develop skills of self-evaluation
- demonstrate organisational skills
- understand the importance of matters relating to Health and Safety

3. Responsibilities

The Skills Service (Organising Authority) is responsible for:

- ensure all aspects of safeguarding are robust
- ensure all aspects of Health & Safety are robust

The Work Placement Co-ordinator is responsible for:

- helping students to find and assessing the suitability of placements
- conducting preliminary visits as appropriate
- checking that Health and Safety / DBS requirements are met by employers and that risk assessments are in place

- preparing students in terms of planning for Work Placement and guiding them in terms of completing their Work Placement booklet
- guiding students in the preparation of letters of application and CVs
- overseeing the administration of Work Placement documentation
- arranging visits to students
- informing parents of all matters related to Work Placement
- alerting employers to matters relating to students' special needs and/or medical information
- communicating with students both prior and during Work Placement and ensuring that Emergency Contact numbers are available
- drawing up a list of staff to visit students on Work Placement
- de-briefing students after Work Placement and guiding students in respect of letters of thanks
- monitoring and evaluating the Work Placement placements
- arranging the Work Placement Information Evening for students and parents
- ensuring that systems are in place to investigate accidents and to record complaints

All students are well prepared before they embark on Work Placement and they understand that they have a responsibility to:

- behave in a way that reflects the school's Code of Conduct and Expectations
- follow directives and guidelines given by the employer
- maintain an interest in the work provided and strive to learn from successful employees
- act in accordance with Health and Safety requirements
- have a good attendance record and to notify the employer and school if they are unable to attend
- have good punctuality
- dress appropriately for the job and to promote health and safety

- alert school immediately if they encounter any problems that they feel they are unable to deal with
- complete their Work Placement booklet to a good standard
- write to thank the employer after the Work Placement

4. Process

There are two types of Work Placement available to students at NeneGate:

1. Extended Work Placement

This takes place in Year 10 and lasts for 2 weeks. Students are prepared for this through the PSD and Work Related curriculum. NeneGate School works closely with The Skills Service who provide industry guest speakers to come and guide students further through the work placement process and expectations. The Skills Service also provide a Work Placement Database that all students have access too. They can browse possible placements in the area and select in order to review with the Work Placement Co-ordinator.

Students will be contacted and visited by staff. A record is kept in the staffroom of all visits with teacher comments about the students' progress and placements. Students keep a record of their activities whilst on Work Placement which they hand in on their return to school.

2. On Going Work Placement

This may take place at any stage through KS4. Students are given the opportunity to sample and focus upon employability skills on their chosen career path. This type of work placement typically takes place a half/day or full day per week

5. Parental Permission

For both types of work placement, parental permission is sought before the Work Placement has been offered. A permission letter must be returned to school together with any medical information or information relating to special learning needs.

Parents/Carers are given a copy of the Work Placement specification

All special needs and medical information is passed by the school to the employer as appropriate.

6. Monitoring and Evaluating Work Placement

This is done in a number of ways:

- visits to students on Work Placement
- interviews with students and employers
- evaluations in the student booklet
- review of policy and Work Placement procedures with the Headmistress.

7. Safeguarding

The Skills Service is NeneGate School's organising authority for all issues relating to work placements and safeguarding. They ensure that all checks and safeguarding procedures are followed. Information and training is provided to all employers and follow the Education Act 1986.

8. Health and Safety

The Skills Service is NeneGate School's organising authority for all matters concerning Health and Safety and work placements. They provide a robust, specific

and cyclical programme of visits and training with employers. In general terms of Health and Safety, students are placed in a safe and healthy environment by:

- ensuring that they have been made aware of hazards of the job and the controls required to minimise the risks to acceptable levels
- ensuring compliance with Health and Safety legislation specific to young persons
- ensuring that the student is suited to the placement
- ensuring that risk has been assessed by the employer and that a preliminary visit has been carried out in higher risk placements

Authorisation:

Signed:

Name:

Date: 01/02/17

Chair of the Governing Body..... Date for Review: Feb 2018

Rev. No.	Date	Changes	Sign
1	04/01/17	<ul style="list-style-type: none"> • Add The Skills Service on responsibilities (<i>page 2</i>) • Add parents given copy of WP specification (<i>page 5</i>) • Add The Skills Service as organising authority for Safeguarding and Health and Safety (<i>page 5</i>) • Change DCSF Guidance on the Employment of Children August 2009 to Education Act 1986 – at request of The Skills Service 	