

# Hummersknott Academy



## 53 - Work Experience Policy

**Review Date: July 2024**

Adopted/V1	V2	V3	V4				
July 2012	June 2015	Jan 2019	Dec 2021				

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy applies to all Academies equally. This policy relates to Hummersknott Academy only.

## **PURPOSE**

We aim to prepare all students for the opportunities, responsibilities and experiences of adult life through work experience. Work experience is defined as 'a placement on an employer's premises in which a learner carries out a particular task or duty, or a range of tasks or duties, more or less, as would an employee, but with an emphasis on the learning aspects of the work experience' (DfES, 2002).

## **SCOPE**

During the work placement students are classified as children in education, not as employees, and therefore have no right (under the Work Experience Act 1974) to expect or receive payment in any form. Consequently, students must not be used in place of regular employees and must not undertake work of a repetitive or long-term nature beyond what would be classified as reasonable practice of a particular skill.

The Academy intends to achieve the aim of students experiencing work at first hand and in doing so meet the following objectives:

- Consolidating and taking forward the work of Life Skills education and guidance by giving students a better understanding of changes in the world of work and the implications these have for their own careers
- Consolidating and taking forward the work of vocational subjects delivered in school by giving students a better understanding of those vocational areas together with the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed
- Understand how an employing organisation functions
- Experience the social relationships at work and in doing so develop a sense of increased maturity, with improvements in aspects such as motivation, self- confidence and interpersonal skills
- Appreciate the expectations that employees will have of fellow workers
- Assess how they will adapt to working patterns and relationships outside school
- Gain the self-confidence needed in an adult world
- Develop practice and demonstrate both employability and wider skills and knowledge for adult life

## **Delivery**

1. All year 10 students will attend up to one week full time placement during the same week of the summer term
2. Students are prepared for that placement by their Life Skills teacher in Life Skills lessons, supported by their Form Mentor during morning registration time
3. The programme of delivery is the responsibility of the Career Lead to write, review and update annually
4. Year 10 Form tutors and Life Skills teachers are briefed by the Career Lead about the procedures for organising work experience placements
5. Year 10 students prepare a CV and generic letter of application during their Life Skills lessons
6. Students research possible Careers and employers during morning tutor time in the autumn term and/or Life Skills lessons and identify several suitable employers to approach for a placement. Form mentors will work with the student and help them to identify placements based on general rather than specific interests, encouraging them to seek placements with organisations new to them

**Last minute changes to placements are not acceptable**

7. The Work Experience Co-ordinator will undertake the required health and safety checks and risk assessments for all placements on behalf of the school as well as making sure that employers are aware of their Child Protection responsibilities
8. Students are expected to contact the employer prior to starting the placement
9. Whilst on placement students will be expected to complete a work experience diary and log to record their experience. This also contains prompts and tasks/projects for students to undertake
10. All students receive a visit (or telephone call if necessary) from a member of staff during their placement. Immediately upon returning to school students are debriefed
11. Staff must complete a Work Experience Visit Form for each student visited

We have developed a database of local employers who will work in partnership with us in achieving our work experience aims.

Extended work experience may be offered to disaffected students in both Years 10 and 11, this will be organised through the Vice Principal Student Support and Progress.

### **Expectations**

During the work experience placement the student is reasonably expected to:

- dress appropriately as defined by the employer
- maintain an interest in the work provided
- be punctual both on arrival, after breaks and leave the premises at a time agreed with the employer
- follow instructions
- accept suggestions
- ask for help when needed
- act in accordance with Health & Safety requirements
- keep personal problems at home
- have a good attendance record – notify both the employer and school promptly if unable to attend
- behave in a way that reflects well on the student, employer, school and fellow employees
- follow the routine of the workplace
- show respect for the employer's and other employees' property

### **Hours of work**

Generally, students are expected to work the normal hours of the business rather than school hours. Some students though may have commitments e.g. part-time paid work, sport, cadets etc. that may mean they will need to negotiate the hours of work with their employer. It may also be that a student is asked to work a day at a weekend, although no more than five working days should be worked in any week of work experience. Similarly, it may be the normal practice of an employer to work early or late shifts which may not be appropriate for a student.

Hours and days of work should be established prior to the commitment of the placement during the risk assessment process.

### **Meal breaks**

Students should have meal breaks in line with the conditions observed by the organisation in which they are working. Students should strictly observe the allocated time for meal breaks, and this time is not to be included in the total number of hours worked.

### **Absenteeism**

Students are to contact their employer and school in the event of absenteeism prior to the start of the working day. Students must be informed by the Career Lead /Life Skills teacher/Form Mentors during their preparation for work experience lessons/form time that if they have any problems regarding their placement, they are to contact the Career Lead immediately. Those problems must be recorded on the Work Experience Visit Form and followed-up within one working day.

**Expenses**

We will reimburse reasonable travel expenses for students who are entitled to free school meals, on production of receipts. We will also reimburse lunch expenses for students who are entitled to free school meals, up to the value of a school lunch, again on production of receipts.

This policy links with values 1 Academic Excellence, 3 - Nothing but the best for all, 4 – Taking responsibility, and 5 - Foundation for future success of Hummersknott Academy Trust's Vision and Values.

**RESPONSIBILITY**

This policy will be reviewed and updated where necessary by the Assistant Principal Curriculum and approved for adoption by the Local Governing Body Community Committee.

**PUBLICISING THE POLICY**

A copy of this policy will be available on the Academy's website and the X Drive. Staff will be advised of amendments to this policy via the Staff Bulletin and are expected to familiarise themselves with the content.

**POLICY STATUS**

This is a non-statutory policy.