

KTS Academy

Work Experience Policy



Introduction

KTS provides work experience placements and activities where appropriate for students in Year 10 and over.

We work alongside Government guidelines to ensure that our students have opportunities to have meaningful and purposeful experiences as part of their Preparing for Adulthood curriculum.

The DfE acknowledges that:

'Work experience is designed to bridge the gap between education and the world of work. It can help inform career choices, provide the opportunity for young people to prove themselves to an employer, and help instil the attitudes and behaviours expected at work.'

In order to bridge the gap between education and the world of work, our designated Careers Leader and the Senior Leadership Team ensure that the following activities are in place:

Preparatory Activities

- Students are supported in researching and learning about an organisation that they will work for.
- Employers meet with students and staff to understand each student's abilities and needs.
- Employers offer a programme to develop their knowledge and skills.

Identification of Work Experience

- Students are given guidance and support to help them find / learn about a work experience placement.
- Students and staff have a range of opportunities to engage with employers.

Monitoring, Evaluation and review.

- Employers feedback on the performance of each student.
- Students reflect on their experiences.
- Staff in school appraise the effectiveness of placements.

Overall Aims

- To promote students' personal and social development.
- To help students make the transition from school to work.
- To provide experience of the work place.
- To provide at least one week's work experience with outside providers.

Outcomes

- Develop personal and social skills through active learning situations.
- Widen their experiences of opportunities available to them in the community in order to make informed choices regarding education, training and employment.
- Increase their confidence in relating to adults other than family and school staff.
- Record their experiences and the key skills used in weekly work experience reflections.

Student Preparation

Preparation for work experience includes: Identifying individual skills and qualities, application form filling and completing CV profiles, understanding health and safety issues, understanding rights and responsibilities at work; understanding work standards; interview preparation and talks with Employers.

Health and Safety

Every placement provider will be visited beforehand by the Work Experience Co-ordinator, or SLT member, to ensure that the placement is suitable for our students.

In accordance with the Health and Safety Executive guidance, we will ensure that:

- Staff will work with parents to ensure employers know in advance about the individual needs of our students.
- Staff will talk to the employer and confirm that they have arrangements for managing risks; staff will also discuss and take a copy of the following documents from providers:
 - Employer Liability Insurance.
 - Health and safety policies.
 - Risk assessments.

After meeting with employers, staff will make a report of the visit and complete a full risk assessment. Staff will also ensure that our students know how to raise any health or safety concerns.

Placements

Staff at approved providers are approved with the Disclosure and Barring Service.

We have a number of students taking part in weekly work experience activities as part of their curriculum. These include placements at James Cook University Hospital, Beyond Boundaries and students working in school in our Community Cafe. We also identify where appropriate placements for students to work as Classroom Support Assistants with younger students in our lower school.

Evaluation

- Students will record their learning in their individual weekly work experience reflections.
- Employers will evaluate students' experiences and provide feedback to students and staff.
- Staff will work with parents to ensure that they are fully informed about their child's placements and what will be involved, parents will be encouraged to discuss concerns and celebrate achievements.
- The Work Experience database listing details of all the different placements and providers will be monitored and updated on the school server by the work experience coordinator.
- The work experience coordinator will attend relevant CPD sessions and meetings to liaise and develop links with other agencies.
- A report will be sent by the work experience co-ordinator to members of the Senior Leadership Team and Governors each term to summarise and monitor the progress of work related learning at KTS Academy.

Monitoring, Evaluation and Review

This policy will be reviewed annually.

Signed: _____ Claire Smith – Head of Upper School

Date: _____