

Eltham Hill School



Eltham Hill  
SCHOOL

**WORK EXPERIENCE POLICY**

**Governors Committee:** Teaching & Innovation  
**Date Adopted/Reviewed:** September 2015  
**Date of next review:** September 2016

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All year 10 students have access to a two week work placement in the summer term.

### **Aims of Work Experience**

- To enable students to apply skills, knowledge and understanding learned in the classroom.
- To improve attainment by making learning more relevant.
- To promote students' personal and social development.
- To develop their economic and industrial understanding.
- To encourage students to consider a broader range of continuing education, training and employment.
- To introduce students to a particular occupational area before committing themselves (in some cases).
- To help students make the transition from school to work.
- To provide experience of the workplace.

### **Principles**

Students will have the opportunity to:

- Participate in a programme of preparation for work experience with particular emphasis on health and safety.
- Complete ten working days in a work placement (Year 10)
- Develop personal and social skills through active learning situations.
- Increase their confidence in relating to adults other than family and school staff.
- Widen their awareness of opportunities available to them in the community in order to make informed choices regarding education, training and employment.
- Identify the skills and knowledge associated with the pathway through a specific occupation.
- Participate in a programme of de-briefing and feedback.
- Record the Key Skills used in the Work Experience Diary.

### **Practice**

#### **1. Administration of work experience placements**

The Year 10 scheme is managed by the Schools Work Experience Co-ordinator with additional administration support.

#### **2. Student Preparation**

Preparation for Work Experience includes preparing for interviews, application form filling, letter writing, health and safety, self management,

dress codes and expectations of work experience and rights and responsibilities at work.

### 3. **Work Experience Diary**

During work experience, students are expected to keep a Diary, recording their experiences and Key Skills used. The completed diary is checked by WEX co-ordinator or tutors and if fully completed a certificate of excellence is awarded.

### 4. **De-briefing and follow-up**

In order to provide an opportunity for students to share their experiences and reflect on key skills and personal development, a brief session is held on return to school. This session includes the completion of evaluation forms and writing thank you letters.

### 5. **Health and Safety**

- (a) Eltham Hill School employs the services of the CPS to carry out health and safety checks on the placements. No student is allowed to go on a placement which has not been checked.
- (b) Health and Safety is an integral part of the student preparation programme. Students are briefed on how to ensure their own personal safety; that of others and what action to take if they are placed in an unsafe situation or are asked to do work beyond their ability/physical capacity or is considered dangerous.
- (c) 'Mind How You Go' leaflets distributed to Students.
- (d) In addition, students are briefed on what to do if sick or ill whilst on placement. Any special considerations relating to the type of work they will be carrying out i.e. special clothing, footwear, are explained.
- (e) Students receive one visit during the course of their placement. Students are encouraged to ring the Work Experience Co-ordinator at school if there are any problems.
- (f) Visiting staff are asked to complete a Placement Assessment Sheet concerned with health and safety – forwarded to CPS.
- (g) Visiting tutors report back to Work Experience Co-ordinator if any placement was found to be unacceptable. If necessary students would be removed immediately or Work Experience Co-ordinator would go and visit.
- (h) Every employer is sent a Tutor Comment Form for completion Any serious concerns are dealt with on a 'need to know basis' after consultation with the Year Leader and Principal.
- (i) Every employer is also sent a student profile which provides details of any medical condition and special needs. In the event of an emergency, this form will provide the employer with details of the students' home address and emergency contact number.
- (j) All staff are CRB checked.
- (k) Emergencies arising are dealt with in accordance with other relevant policies.

### 6. **Equal Opportunities and Special Needs**

Work experience is designed to meet the needs of all students irrespective of race, class, gender or disability. Every effort is made to combat prejudiced attitudes on the part of employers. Students are actively encouraged to take up non gender stereotypical work placements. The school is committed to raising the aspirations of all students. Work experience is introduced to students as experience of the workplace and not necessarily linked to future career plans.

## **7. Monitoring and Evaluation**

- (a) Work experience documentation and methods of communication are regularly monitored and reviewed both within school and through the CPS. The current scheme is organised and documented according to the Royal Borough of Greenwich Work Experience Guidelines 1993.
- (b) The school Work Experience Co-ordinator attends co-ordinators meetings held bi-annually. An annual work experience report is produced.
- (c) Placement Assessment visit forms will be forwarded once completed to the CPS. The borough Work Experience Co-ordinator will then amend the data base of placements as necessary and will produce an annual report on the experience within all the authorities institutions.
- (d) Student Evaluation sheets collated and acted upon if necessary.