

Work Experience Policy

Policy Statement

IBSB will ensure that all Work Experience students are placed in a safe and healthy working environment **so far as is reasonably practicable** by taking the following measures:

- Ensure that they have been made aware of and have understood the relevant hazards of the job in which they are being trained and are aware of the controls required to reduce the risks to an acceptable level
- Ensuring compliance with Health and Safety legislation [including that which is specific to young people]
- Making the placement provider and work experience student aware that the student is legally an employee during the time of placement
- Ensuring the student is suited to the placement on offer

Introduction

Work Experience is a 'placement on an employer's premises in which a student carries out a task or duty more or less as would an employee, but with an emphasis on the learning aspects of the experience' [DFES 1996]. All Year 11, 12 and 13 students undertake a two week work experience at the end of 3B term. This is an integral part of the careers education guidance programme at IBSB.

Aims and Objectives

To enable students to:

- gain experience of the world of work
- try out a particular job or career
- discover something about their skills, preferences and talents
- develop relevant qualities including, initiative, assertiveness, independence, confidence, respect for others, the ability to compromise and negotiate
- understand more about work-related issues e.g. health and safety, equal opportunities, business organisation
- develop presentation, interview, communication and decision-making skills
- relate their own education/IGCSE/AS/AL subjects to the world of work

Roles and Responsibilities

The Work Experience co-ordinator is responsible for the overall organisation,

planning and evaluation of the work experience programme. Teaching materials are provided by the work experience co-ordinator and necessary support given with its delivery. Students are responsible for conducting themselves in an appropriate manner during work experience.

Employers

Most of the employers used are selected from the IBSB parents, though additional placements may be set up through staff's contacts. They receive a guidance leaflet from IBSB; complete a Data Collection Form/Health and Safety Questionnaire.

Content/Resources

The work experience programme includes:

- * selection of placements
- * contact with employers
- * preparation of students [Work experience Leaflet/Booklet]
- * contact with parents
- * staff visits
- * debrief/follow-up

The personal adviser and work experience co-ordinator are available for student consultations.

Timetable for Organisational Tasks

All staff involved are issued with a timetable listing tasks to be completed and deadlines. Students are also informed of relevant deadlines.

Health and Safety

All students are briefed on the necessary Health and Safety issues including first aid and emergency procedures. Staff visiting students also monitor health and safety in the work place.

Curriculum Links

Students write their letters of introduction to employers during a PSHE lesson under direct guidance of the work experience coordinators.

Performance Indicators

Students include their Work Experience Diary and the Employer's Report Form in their Progress File. Staff visiting placements complete a Monitoring Visit Report Form.

Feedback, Evaluation and Review

Students fill in a review form and feedback their experiences through discussions and various evaluation exercises in PSHE. Employers are thanked in writing and invited to make comments. All staff involved complete an evaluation form and suggest areas for improvement.

The Work Experience Co-ordinator collates the data and writes a review summary which is presented to the Head of School.

BL, 24 Jan. 09

CT, 25 Jan. 09