

WORK EXPERIENCE

General Information

Students accepted in to Hayes 6th Form will be expected to complete ONE week of Work Experience whilst in Year 12. This worthwhile activity has been offered to Year 12 students for the past five years and feedback from students indicate that it is more beneficial to them having a placement at this time of their schooling as it can be ideally linked to their long term ambitions.

There are two key forms that must be completed as part of the Work Experience process:

- The [Work Experience Preference Form](#) – by Friday, 7th October
- The [Work Experience Placement Form](#) – by the Tuesday, 31st January, detailing the placement that is being applied for.

Our expectation is that all Year 12 students will be off timetable to complete the one week Work Experience from ***Monday, 5th June to Friday, 9th June, 2023.***

The rationale for this decision is -

- ❖ students will be clearer on their long term career ambitions and any work experience undertaken will be appropriate to be included on their UCAS statement and extremely useful in finding future work opportunities
- ❖ students will be 16 by that time therefore will have more chances of finding suitable work experience placements linked to their future career choices
- ❖ that it is a valuable part of Hayes students' education giving them an insight into the World of Work.

Students will be asked to find their own placements which are of personal value and interest to them. The Careers Leader and Form Tutors are available for advice and support students if they need help in contacting organisations appropriately. To also help students find their own placements a sample letter to employers and telephone instructions on phoning companies have been produced and are available from the Careers Leader.

It is necessary for the school to approve a placement, both in terms of suitability and Health and Safety requirements. Once the necessary information has been supplied the school will contact the organisation and commence the necessary procedures.

As in the past we are only offering a **ONE WEEK** placement for students through the school. If any student wants to complete a second week they will have to do this in their own time that is during their holidays and not during school time. The school can only be responsible for the student during the week which has been assigned for work experience.

Work experience takes a lot of careful planning, monitoring and follow-up, and students are encouraged to find their placements **EARLY** to avoid disappointment.

Close off date for students to inform us of the details of their placement is Tuesday, 31st January, 2023. Unfortunately, we will not be able to accept placements after this date.

Policy

Hayes School wishes to promote the use of work experience as part of work related learning entitlement for all students.

Quality work experience placements make an important contribution in ensuring that students receive a broad, balanced and coherent curriculum.

Work Experience will be:

- ❖ part of the learning entitlement for Year 12 students and will be made equally available irrespective of academic ability, race or gender;
- ❖ seen as a means of achieving learning outcomes for students which are part of a broad, balanced and integrated curriculum;
- ❖ viewed as a key aspect of both the school's careers education and guidance and personal and social development programme;
- ❖ linked to the students' learning objectives.

Hayes School will arrange work experience placements in conjunction with the Bromley Education Business Partnership (BEBP) in accordance with the BEBP's regulations.

The BEBP will assist Hayes School to improve the quality of their programmes by making available the necessary support and guidance, staff development opportunities and access to monitoring and evaluation services.

Employers will be made aware of the curriculum and individual objectives for students. Work placements for students will be structured to enable them to meet their learning objectives, to practice key skills and where appropriate to lead to approved qualifications.

The policy document covers standard work experience programme and is based on the law as it stands at the time of publication.

Aims and Objectives of Work Experience

The main aims of Work Experience are to:

- ❖ Help students prepare for the change from school to employment;
- ❖ Provide an opportunity to practice and observe the Key Skills;
- ❖ Give students a chance to take part in actual work, with the emphasis on 'doing' rather than 'watching';
- ❖ Give students first-hand experience of the differences between school and employment as part of their education.

The main objectives of Work Experience are to:

- ❖ Provide a successful scheme for both students and employers;
 - The success of the scheme is dependable on the goodwill and co-operation of all involved.
- ❖ Extend the student's understanding of work;
- ❖ Develop, practise and demonstrate key skills in a work setting;
- ❖ Give student's a better understanding of the changes in the world of work and the implications that these may have for their own careers;
- ❖ Develop personal and social maturity with improvements in aspects of self-confidence, motivation and interpersonal skills; and
- ❖ Develop a practical understanding of a range of issues involving health and safety, business matters, and the environment as a whole.

Hours of Work

- ❖ Students will be expected to work the normal hours worked by young employees of the organisation.
- ❖ Students are expected to do a full working day for the duration of work experience.
- ❖ Shift work may be permissible and Saturday work sometimes can be desirable in some placements.
- ❖ Parents and students MUST let both the School and their employer know at the start of the working day if they will be absent.

Payment and Costs

- ❖ Students on work experience SHOULD NOT BE PAID – this is part of their education.
- ❖ An employer may contribute to the costs of expenses – i.e. lunch or travel.
- ❖ Parents are expected to cover costs if employers do not meet them.

Approval of Placements

- ❖ All placements require approval from the school.
- ❖ No student may start work experience without written permission from his or her parent or carer, who will have signed a Consent Form and returned it to the school.

Health and Safety

- ❖ Placements will be health and safety checked by a qualified IOSH trained person before the student embarks on work experience.
- ❖ Placement checks are assessed into three risk categories - low risk, medium risk and high risk. We are obliged to let you know that there is a possibility that most trade placements, farmers, and some animal placements will fall into the high risk group. The Careers Leader will contact parents and students about this before the placement is finalised.

- ❖ A Work Experience placement will only be approved if the school is satisfied that it is suitable.
- ❖ Students must follow all safety regulations when working.
- ❖ Employers have the responsibility for ensuring that students do not work in a hazardous environment.

Expectations

Student / Parent Expectations

- ❖ Hayes School (School) endorses advice from both the Bromley Education Business Partnership and DfES in respect of emphasising the following aspects in planning the work placement programme. The School will observe:
 - entitlement of all students to a placement;
 - the importance of matching pupil placements taking into account any particular needs;
 - the importance of employers conducting adequate risk assessments;
 - the importance of pre-placement inspections and subsequent monitoring;
 - the importance of using ONLY approved placements;
 - the need for any staff in school visiting work placements to be competent in assessing health and safety arrangements and check all relevant insurance documents;
 - placements can not commence if the above is not to the standard required;
 - the importance of adequate briefing and de-briefing of pupils;
 - the need for satisfactory documentation covering inspections, monitoring, pupil job descriptions, induction and supervision arrangements, including prohibited activities.

School Expectations

- ❖ Students are expected to:
 - Dress aptly;
 - Behave appropriately;
 - Be punctual;
 - Attend ALL DAYS of the placement for the full working period;
 - Notify the school and employer in the case of non-attendance;
 - Notify the school immediately of concerns or problems;
 - Complete the assignment and reports requested.

Placement Success

- ❖ Most placements are extremely successful.
- ❖ Those that are not usually fail because of unrealistic expectations, sometimes on the part of the student.
 - Students must be aware that –
 - They are young, untrained and inexperienced and may need to learn about the placement they are on;
 - They are only at the placement for one week;

- The employers' first priority will be their business and profit;
 - This is the chance to experience the "world of work".
- ❖ The success of the scheme depends on the goodwill and co-operation of all those involved.

Overall responsibility for work experience lies with the governing body.