

# Work Experience Entitlement

## Statement of Principles

### Introduction

This Work Experience Entitlement Statement sets out what students can expect to receive with regards to Work Experience at Eckington School.

In the Careers Education Information Advice and Guidance Policy, section 3.1.6 states an objective of Eckington School is to provide students with experiences of workplace(s). In line with the Gatsby Benchmark 6 'Experiences of Workplaces', students at Eckington School can expect to have had at least one experience of a workplace by the age of 16.

Students continuing their education with us into our 6<sup>th</sup> Form, can expect to have an additional workplace experience, by the end of Year 13.

### Aims

Work Experience placements assist students in their transition from school to work and aim to:

- Provide students with an opportunity to relate school studies with a workplace
- Give students an insight into the diversity of employees in the workplace
- Prepare students for the demands and expectations of the working world

We have developed a programme that supports five main curriculum areas:

1. Employability and key skills, including Eckington's 'Good Learning' attributes and 'Key Values'.
  2. Careers education and guidance
  3. Applied and vocational courses
  4. Personal, social and health education
  5. National Curriculum and other subjects
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1. **Employability and key skills** – insights into skills and attitudes required by particular sectors and employers and an opportunity to develop, practice and demonstrate key skills in a work setting, in particular recognizing hazards, assessing and controlling risks, working with others, ICT skills and improving own learning and performance.
  2. **Careers education and guidance** – a better understanding of changes in the world of work and the implications these have for their own careers.
  3. **Applied and vocational subjects** – a better understanding of vocational areas being studied, the opportunity to investigate real examples and the opportunity to gather evidence of vocational skills developed.
  4. **Personal and social development** – development of increased maturity with improvements in aspects such as motivation, self-confidence and interpersonal skills. Work experience also allows students to demonstrate the principles underpinning 'Eckington Values'.

5. **General subjects** – opportunities for students to enhance their understanding of subjects, develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment and moral and social education.

### **Student Entitlement\***

Our Year 10 students are entitled to receive:

- Five days of work experience appropriate to their learning needs
- A learning programme designed to prepare them for the placement
- Guidance to support their choice of placement
- An opportunity to set individual learning targets for their placement, and
- An opportunity to reflect upon their learning experience once completed, and to have this recorded in their Character folder.

Our 6<sup>th</sup> Form students are entitled to receive:

- Quality, relevant work experience appropriate to their course or career goals.
- 1:1 support to prepare them for their work experience; this could involve support with identifying a placement, support with the initial contact, negotiation of activities, etc.
- Guidance to support their choice of placement.
- An opportunity to set individual learning targets for their placement
- An opportunity to reflect upon their learning experience, once completed, and to have this recorded in their 'Project Futures' folder.

**Both students and parents have a right to expect that all precautions will be taken to ensure that individual's health and safety will be paramount during all stages of the work experience placement.**

## Key Stage 4 Programme outline (Year 10 Work Experience)

A one week (five day) work experience activity takes place in Year 10. It is expected that all students will take part.

For the Academic Year 2021/2022 Year 10 Work Experience will begin on Monday 28<sup>th</sup> March 2022 for five working days until Friday 1<sup>st</sup> April 2022.

### Programme delivery

July 2021	<ul style="list-style-type: none"><li>• Work experience programme launched to Year 9 via email and Form Tutors.</li><li>• Students are introduced to the programme and the support that is available to them.</li><li>• Students are made aware of the timescales.</li><li>• Letter is sent home to parents to give details of the work experience programme, advising of support available and timescales.</li></ul>
July to December 2021	<ul style="list-style-type: none"><li>• Students source work placements and pass the details to the Employer Engagement Manager, Mrs Warren-Armes.</li><li>• Support available on a 1:1 basis where required, i.e. interview to identify best placement for individual needs.</li></ul>
July 2021 to March 2022	<ul style="list-style-type: none"><li>• Working with the Work Experience Team at Derbyshire County Council, the Employer Engagement Manager will ensure that all placements are checked and approved for Health &amp; Safety, Insurance and any necessary Covid19 requirements.</li></ul>
January to March 2022	<ul style="list-style-type: none"><li>• Parental consent is obtained for each student. Without this, the placement will not go ahead.</li></ul>
March 2022	<ul style="list-style-type: none"><li>• Year 10 students will prepare for work experience during their Character lessons.</li></ul>
<b>Monday 28<sup>th</sup> March 2022</b>	<ul style="list-style-type: none"><li>• <b>Students go on one-week Work Experience placement.</b></li></ul>

Updated: June 2021  
Review date: June 2022

L. Moor, S. Warren-Armes

\*Please see the attached Covid19 addendum

April 2022	<ul style="list-style-type: none"><li>• Students reflect on their work experience in tutorial.</li><li>• Debrief and reflection continues in Character lessons.</li><li>• Students are encouraged to send thank you letters.</li></ul>
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## Key Stage 5 Programme Outline (6<sup>th</sup> Form Work Experience or Professional Development)

Work Experience, or Professional Development, takes place during Year 12 Careers Week in the summer term.

For the Academic Year 2021/2022 Year 12 Work Experience or Professional Development will take place in July 2022 for three full days.

### Programme delivery\*

September 2021	<ul style="list-style-type: none"><li>• Work experience or Professional Development programme launched in Year 12 assembly.</li><li>• Delivered by the LoTL for Year 12, students are introduced to the programme and the support that is available to them.</li><li>• Students are made aware of the timescales.</li><li>• Email is sent home to parents to give details of the work experience programme, advising of support available and timescales.</li></ul>
September 2021 to 8 <sup>th</sup> April 2022	<ul style="list-style-type: none"><li>• Students source work experience or Professional Development placements and pass the details to the Employer Engagement Manager, Mrs Warren-Armes.</li><li>• Support available on a 1:1 basis where required, i.e. interview to identify best placement for individual needs.</li></ul>
April to June 2022	<ul style="list-style-type: none"><li>• For work experience placements: Working with the Work Experience Team at Derbyshire County Council, the Employer Engagement Manager will ensure that all placements are checked and approved for Health &amp; Safety, Insurance and any necessary Covid19 requirements.</li><li>• For Professional Development placements (where students are purely observing), the necessary public liability insurance documents will be checked.</li></ul>
June 2021	<ul style="list-style-type: none"><li>• Parental consent is obtained for each student. Without this, the placement will not go ahead.</li></ul>
July 2022	<ul style="list-style-type: none"><li>• <b>Students go on three day Work Experience or Professional Development placement.</b></li></ul>

Updated: June 2021  
Review date: June 2022

L. Moor, S. Warren-Armes

\*Please see the attached Covid19 addendum

July	<ul style="list-style-type: none"> <li>• Debrief and reflection in Guidance lessons.</li> <li>• Students are encouraged to send thank you letters.</li> </ul>
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\*Timings have been reduced this year due to the Covid19 restrictions. In future, the lead-in time will be much longer. In 2021, a 'Plan B' is being provided for all Y12 students as we appreciate that the timescales are extremely short this year.

### Preparation programme

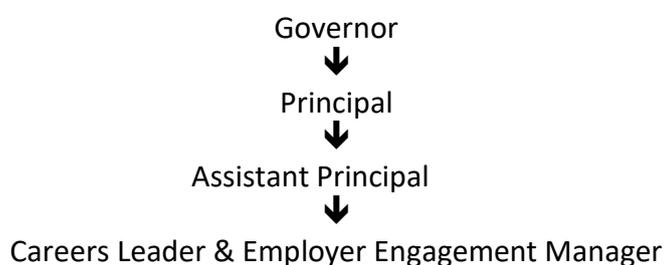
Students are prepared for their work experience placement through an extensive programme of Character Lessons (Key Stage 4) or Guidance sessions (Key Stage 5). These lessons and sessions will cover all elements to prepare students including Health & Safety in the workplace,

In addition to the above, some students undertaking vocational courses may have work placements as part of their programmes. Vocational course tutors and/or representatives of relevant Learning Community providers will be responsible for linking with the Employer Engagement Manager to ensure that aspects of the above module are incorporated, as appropriate, into their programmes.

### Equal opportunities

Work experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to try activities, which would not normally lie within their scope of interest. This activity is very individualised and therefore very inclusive.

### Roles and responsibilities



Our governors have responsibility for ensuring that we meet our requirements under the law for maintaining health and safety and curriculum requirements.

Our Principal is responsible for ensuring adequate resources are made available.

Our Assistant Principal is responsible for ensuring that the programme is developed and delivered in an integrated way across the entire curriculum.

Our Careers Leader is responsible for all aspects of programme delivery including developing the learning programme

Our Employer Engagement Manager is responsible for all communications with parents, and employers and for maintaining records of student placements, as well as ensuring health and safety and policy production.

### **Cross references**

This entitlement statement has taken into consideration and has links with the following:

- Teaching and learning policy
- Equal opportunities policy
- CPD policy
- Health and safety policy
- CEIAG policy
- HRSE policy
- Assessment, recording and reporting policy – with explicit reference to career planning, Progress File and individual learning planning
- Student support, guidance and welfare
- Departmental policies and schemes of work
- SEND policy,
- Service Level Agreement with DCC.

### **Health and safety**

All students **must** be placed in work experience placements which have been health and safety checked by the Derbyshire County Council (DCC) Work Experience Team. This will ensure that the safety of students is maintained while they are on work experience. DCC will ensure that the employers concerned have employer liability insurance and robust systems in place for ensuring that the safety of learners is ensured.

No student will be allowed to go on a work experience placement unless it has been health and safety approved in advance by DCC.

Any placement organised by a parent and taking place with an employer which does not go through the school's procedure for gaining DCC health and safety approval will be deemed by the school and the Trust to be unauthorised absence.

Health and safety issues are covered in the taught programme which all students receive.

## **Safeguarding**

During the employer site visit, DCC will also identify any potential safeguarding issues. For example if there is an element of lone or 1-2-1 working or if the role involves transportation in a private vehicle. If any potential safeguarding concerns are identified, these are then flagged to the Employer Engagement Manager in school. The concerns are investigated through discussions with parents, employers and the school designated Safeguarding Officer/Leader. If the school Safeguarding Officer/Leader is happy that placement is suitable (for example, the lone working is with a family member or trusted adult known to the parents) the Employer Engagement Manager will indicate this on the DCC database and the placement will be approved.

In some cases the Safeguarding concern can be removed from the job description. For example, if the travel is with an adult unknown to the student, then we can request that no travel takes place (i.e. the student remains office based).

## **Resourcing**

An annual budget is made available for learning materials to support the programme.  
The Careers Leader is allocated management time for co-ordination of the programme.  
The Employer Engagement Manager has adequate time allocated.  
Employer Engagement Manager attends area work experience cluster meetings which are managed by DCC.

## **Assessment, recording and reporting**

The student work experience diary is used to set and review individual learning targets. This process contributes to the overall individual learning planning process in the school.

Students use their Character Education Folders (or Project Futures folders in Year 12) to record learning resulting from work experience placements.

## **Monitoring and Evaluation Procedures**

Monitoring and evaluation procedures will give the opportunity to: identify the strengths and weaknesses of the work experience programme, set realistic targets, assist in the identification of training needs, improve provision and raise standards. A variety of formal and informal activities will be used to ascertain the effectiveness of the work experience programme and the progress of individual learners. These will include:

- Feedback in the form of questionnaires, surveys and focus group discussions with staff, students, parents and external organisations (e.g. David Holloway Careers and Derbyshire County Council Work Experience Team).

The Employer Engagement Manager will contact all placement providers via email during the work experience activity. Vulnerable students are visited by the Employer Engagement Manager or PSA /LoTL while they are on placement.

The evaluation forms are reviewed after the placement. Any gaps in the programme which have been identified as a result of the evaluation are considered in the planning of the programme for the following year.

### **Annual Review**

Review and evaluation of the work experience programme will take place on an annual basis in the summer term.

The entitlement statement will be reviewed annually to ensure that:

- it is still relevant
- the content is appropriate to students' present and future needs and takes into account local and national developments
- new initiatives and good practice are being developed
- it is having impact on practice
- the original criteria for developing the entitlement statement has been met
- it remains an effective management, marketing and communication device

The review will involve the Careers Leader and Employer Engagement Manager.

A copy of this policy will be placed on the school Learning Platform and website.

### **\*Covid19 Addendum**

During the Academic year 2020/2021 employers have experienced a significant disruption to their working practices as a result of the national and regional lockdowns.

Although Eckington School returned to face to face teaching in September 2020, the team at Derbyshire County Councils Work Experience Team (who perform all the checks and vetting for placements), had been deployed onto other, Covid related projects. Therefore, there was no facility to get work experience placements approved.

In January 2021 as the third national lockdown was announced, Eckington School made the decision that it would suspend plans for any face to face work experience placements for the academic year 2020/2021. Time was then focused on providing an alternative, or Virtual, Work Experience for students.

In March 2022 the team at DCC announced that they were able to begin a very small number of visits to work experience placements. Eckington School made the decision to continue its plans to offer Virtual Work Experience to the Year 10 cohort, but to offer face to face placements for students in Y12. These placements are sourced by the students and at the time of writing, only 2.5% of students in Y12 have secured a placement.