



# The Attic Work Experience Policy

<b>Date of policy</b>	June 2017
<b>Date presented to Management Committee</b>	July 2017
<b>Date ratified by Management Committee</b>	July 2017
<b>Date for review</b>	July 2018

## Rationale

Work Experience traditionally 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'. (QCA 1998). Due to the unique set-up at The Attic Learning Pupil Referral Unit all Year 10's and 11's will be given an opportunity to experience extended work related learning programme, where appropriate. However, this will be monitored and evaluated to ensure it meets individual needs.

## Aims

To enable students to:

- Gain experience in 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 other, the ability to compromise and negotiate,
- Understand more about work-related issues eg Health and Safety, Equal Opportunities, Business Organisation
- Develop presentation, interview, communication and decision-making skills
- Relate their own education/GCSE subjects to the world of work.

The Headteacher oversees and is kept informed of placement details and could be involved in visiting students at their placements together with other members of staff employed by The Attic Pupil Referral Unit.

Students are responsible for conducting themselves in an appropriate manner during their extended work related learning placement.

If a student organises his/her own extended work related learning placement.

## Content/Resources

The extended work related learning programme includes:

- Selection of placements
- Contact with employers
- Preparation of students
- Contact with parent/carers
- Staff visits
- Debrief/follow up.

All students have access to our independent career advisor who is available for student consultations.

## Timetable for Work Experience Pathway

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, the HASAW policy and emergency procedures. Staff visiting students also monitor health and safety in the work place.

### **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 throughout the extended work related learning programme in discussions and various evaluation exercises in curriculum lessons. Employers are thanked in writing and invited to make comments. All student and employers to complete an evaluation form and suggest areas for improvement.