

## **KS4 Work Experience Policy**

The aim of the work experience policy-is to provide all pupils with the opportunity to participate in the world of work by undertaking at least one work experience placement during their time in KS4 (see KS4 curriculum map)

Year 11 placements are organised in the Autumn term

Year 10 placements are organised in the Spring term

Co ordinator: KS4 Manager and a member of the KS4 support team who will have opportunities to attend all relevant training courses and local network meetings

The work experience programme is structured in the following ways:

As part of the Life Skills curriculum all KS4 pupils study the ASDAN module on Preparation for Working Life.

This module includes areas of work on

- Finding out about different types of employment
- Preparing for a work related activity
- Taking part in a work related activity
- Health & safety in the work place
- Preparing a moving forward plan

Running alongside this module are frequent informal opportunities for pupils to discuss their ideas and opinions related to the world of work with the KS4 team and peer support is also sought through talking to other pupils who have already completed work experience placements.

An annual presentation on work experience is given by the Impact theatre production to which all pupils in Years 10 & 11 are invited.

The KS4 manager and the KS4 LSA with responsibility for organising work experience placements meet regularly to consider individual requests for placements. Pupils are consulted at each stage to ensure that the choice of placement remains appropriate and parents are contacted individually to discuss details regarding their son/daughter's work experience placement

The LSA with responsibility for organising work experience placements refers to the EBP (Education & Business Partnership) data base to ensure that all placements to be considered have up to date health & safety checks and that all legal aspects including insurance cover are met.

When all these requirements are checked and in place the LSA will contact the employer/firm to request a work experience placement for a pupil.

If the request is successful the LSA will provide the employer with the necessary pupil details and will arrange a preliminary meeting at the work place and will accompany the pupil on this visit.

The LSA who has organised the work experience placements will:

- complete the LEA risk assessment giving careful consideration to all the relevant details including individual travel arrangements
- contact parents/carers to discuss arrangements and to issue booklets on Parent/Carer's Guide to Work Experience
- check that all pupils have been issued with work experience log books and know how to complete the daily sheet during the placement
- maintain regular contact with the pupil and work supervisor during the placement
- carry out at least one personal visit to the work place during the placement
- keep parents/carers informed during the placement
- ensure that all pupils write thank you letters to their supervisors following their placements
- keep KS4 manager informed of any issues relating to work experience