

PETER SYMONDS COLLEGE



WORK EXPERIENCE POLICY FOR THE SIXTH FORM COLLEGE

Date Reviewed by SMT:	10 May 2023
Date Approved by Governors:	10 July 2023
Member of Staff Responsible:	Deputy Principal (Welfare & Progression)
Next Review Date:	June 2024



Introduction

Work experience is a placement with an employer in which a student carries out a task or a range of tasks in much the same way as an employee, with the emphasis on learning from the experience. Students studying vocational courses for the majority of their timetable at Peter Symonds College are required to attend work experience placements as part of their programme of study.

The Gatsby Benchmarks

The Department of Education's 'Careers guidance; Guidance for further education colleges and sixth form colleges, January 2023', details the eight Gatsby Benchmarks. Benchmark six 'Experiences of workplaces' states that 'every learner should have first-hand experiences of the workplace through work visits, work shadowing or work experience'.

In working towards benchmark six, all students are strongly encouraged to complete work experience to help their exploration of career opportunities and expand their networks. The importance of work experience as well as guidance on how to go about securing a placement is delivered to all students through the tutorial programme. Students are encouraged not just to consider work experience in the 'traditional' sense but also to include work shadowing, volunteering and insight days amongst the options for gaining experiences of work places.

The Careers Department advertise work experience and volunteering opportunities to students via a job vacancy board, along with organising numerous events with employers which enable students to develop contacts with potential work experience opportunities. Many curriculum leaders organise trips that are to areas of employment, allowing students to both learn about and visit a place of work.

Work Experience - Statement of Commitment

Peter Symonds College is committed, subject to resource constraints, to supporting planned work experience placements for students studying identified vocational courses, promoting equality of opportunity. To ensure that work experience placements are delivered to a high standard, we give due regard to the work experience sections within the 16 to 19 study programmes document (DfE) and the Health and Safety Executive guidance on work experience, along with the Careers Strategy (DfE 2017) and 'Careers Guidance –and Access for Education and Training Providers (DfE 2023).

To support the work experience placements the college has a dedicated Work Experience Coordinator.

Aims and Objectives

- To provide opportunities for developing employability skills and learning about the skills, personal qualities, roles, structures and careers that exist within a workplace or organisation.
- To relate learning to the work environment.
- To provide students with a realistic idea of the workplace to help explore career opportunities and expand their network.

Responsibilities

To ensure successful placements, the Work Experience Coordinator works closely with students, their parents or carers, the college and employers. Procedures are flexible, influenced by circumstances and individual needs. Outlined below are the main responsibilities to ensure placements occur smoothly.

Students

- Actively engage in the process of identifying the types of placement that will meet their learning needs.
- Complete and return work experience paperwork and online information.
- Complete the online DBS check if required and supply appropriate identification. Attend work experience preparation sessions.
- Behave appropriately and follow the instructions given to them by the employer.
- Contact employers to express appreciation following completion of placement.
- Reflect on their work experience placement on the online system (Unifrog)

Parents/Guardians

- Are involved in the choice of placement.
- Provide online consent for the work experience placement to take place
- Are the out of hours emergency contact for employers.

The College

- Gives due regard to statutory requirements.
- Works in partnership with employers to ensure well-structured placements that develop employability skills and takes account of students' needs and future plans.
- Issues placement details to students, parents/carers and employers before the placement starts.
- Completes a DBS check where such a check is required for the student to undertake a particular placement.
- Discuss and provide students and employers with copies of the Aims & Learning Outcomes, prior to the placement starting.
- Reviews Health and Safety checks/requirements.
- Ensures, where appropriate, that students with additional needs are supported eg: with consent, through the sharing of information or the completion of a Risk Assessment.

Employers

- Read the aims and learning outcomes of the placement and ensures there is a structured plan for the placement, so the student can achieve the outcome.
- Complete and return college work experience paperwork or online forms.
- Ensure that all Health and Safety requirements are followed.
- Support students during their placements to ensure they obtain a genuine learning experience suited to their needs.
- Contribute to end of placement reviews, in discussion with students, and completes a feedback form based on the students' performance and record of attendance.

Monitoring, Review and Evaluation

The Work Experience Coordinator reviews all placements once complete, via feedback with students, staff and discussion with employers. An annual report is made to the Senior Management Team.

All students are monitored by college staff whilst on their placements, through visits and/or telephone contact. Immediately after the placements, students are actively involved in debriefings via discussions with college staff, peers and/or presentations and feedback questionnaires. Students also reflect on their placement and what they have gained from it on the online system (Unifrog). Feedback from employers is also provided via the Unifrog placement tool for students to see.

Peter Symonds College is committed to monitoring, review and evaluation and currently holds the Investor in Careers Quality in Careers Standard.

The records kept by the Work Experience Coordinator are subject to internal Audit.

Management and Staffing

The Work Experience Coordinator is managed by the Head of Careers and is located within the Careers Department. The Vocational Course Leaders and tutors work in partnership with the Work Experience Coordinator, supporting all students on vocational courses completing work experience placements.

Linked Policies

- Careers Education, Information, Advice and Guidance Policy for the Sixth Form College Course and Progression Information, Advice and Guidance Policy
- Equality, Diversity and Inclusion Policy for Students.

When this policy was reviewed, consideration was given to equality and diversity in the context of the 2010 Equality Act and any necessary updates agreed.