

THE GILLFORD CENTRE

WORK EXPERIENCE POLICY

1.0 INTRODUCTION

- 1.1 Students in Years 10 and 11 have an entitlement to access work experience opportunities whilst they are still at school.
- 1.2 Work Experience gives students the opportunity to explore and taste the World of Work through participating in and/or observing work related activities in the work place.
- 1.3 The Gillford Centre is committed to providing links with employers through which our students can progress from the Centre to the wider society and community as a whole

2.0 AIMS

- 2.1 The aim of Work Experience is to provide students with the opportunity to:
 - Gain an insight into industry, commerce and business.
 - Understand the importance of health and safety regulations.
 - Meet with and talk to people who are working for a living.
 - Develop some of the key skills that employers are looking for in their future employees – communication, the application of number, information technology, problem solving and working with others.
 - Be helped in making decisions about their future career.

3.0 IMPLEMENTATION

- 3.1 All Key Stage 4 students will be offered the chance to participate in a Work Experience Placement.
- 3.2 All placements are arranged by centre staff. The Key Stage 4 Co-ordinator will discuss with Contact Teachers and pursue appropriate options.
- 3.3 All Work Experience placements for students from The Gillford Centre should be carefully thought out, monitored and supported.
- 3.4 It is the responsibility of the Centre to use the services of Cumbria EPB to ensure that all placements comply with Child Employment Regulations and insurance requirements.
- 3.5 Employers participating in Work Experience schemes should be fully briefed as to the nature of the individual student difficulties. This should be done in a way that does not divulge subjective and/or sensitive information.

- 3.6 All students participating in the Work Experience programme should be fully involved in the planning process and properly prepared. Parents/carers should also be involved and be supportive of the placement.
- 3.7 Health and Safety information will be provided to ensure that all students can recognise hazards in the work place and know how to stay safe.
- 3.8 A Work Experience consent form should be completed by all students before commencing the placement. This form details information and aims of the placement
- 3.9 Students will be provided with a logbook to complete during their Work Experience placement. The aim of the logbook is for students to reflect on the value of the placement and evaluate the key skills they have developed.

- 4.0 PERFORMANCE
- 4.1 Long term work experience placements should be reviewed by the Key Stage 4 Co-ordinator at regular intervals with regard to their effectiveness and their continued appropriateness, particularly when integration into a mainstream school is being considered.

- 5.0 MANAGEMENT, EVALUATION AND MONITORING
- 5.1 Overall responsibility for The Gillford Centre's Work Experience Policy rests with the Key Stage 4 Co-ordinator in consultation with the Headteacher.
- 5.2 Monitoring and evaluation of this policy will be carried out by the SLT and will report as necessary to the Management Committee.
- 5.3 This policy will be reviewed triennially

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