

Work Experience Policy

Date last reviewed	January 2022
Committee Responsible	AC
Designated member of staff	Ian Poole Careers Coordinator Tamara Alam Head of Year 12
Date of next review:	January 2024

STATEMENT OF INTENT

This policy is written taking into account a number of key policies and statutory guidance, including:

- Career Development Institute Framework (2021) for careers, employability and enterprise education 7-19
- The Careers Guidance and Access for Education and Training Providers July 2021
- Education Act 2011 and statutory guidance for governing bodies, school leaders and school staff (DfE, 2018) Careers guidance and access for education and training providers (2018)
- Gatsby Benchmarks of Good Careers Guidance
- Ofsted Inspection Framework (2019 & subsequent updates)
- Hollyfield Careers Policy (2022)

The School is committed to providing a broad programme of careers education and guidance which is in line with the Gatsby Benchmarks. Work Experience is explicitly referred to in the benchmarks where it states

STUDENT ENTITLEMENT

“Every student should have first-hand experiences of the workplace through work visits, work shadowing or work experience to help their exploration of career opportunities, and expand their networks.

- By the age of 16, every pupil should have had at least one experience of a workplace, in addition to any part-time jobs they may have.
- By the age of 18, or before the end of their study programme, every student should have had at least one further experience of a workplace, additional to any part-time jobs they may have. ”

Work experience can take many forms and the government guidelines provide a useful definition:

“By the age of 16, experiences of the workplace could include: job shadowing; workplace visits; volunteering; Virtual work experience or webinars with employers

For 16- to-18-year-olds, experiences of the workplace could include: internships and holiday placements; work experience that takes place during in school or college term time; This benchmark is less about work experience and more about experiences of the workplace.

The focus, particularly pre-16, is on giving pupils a more realistic idea of the workplace to help their exploration of career opportunities and expand their networks and work placements.”

WHEN DO STUDENTS TAKE PART IN WORK EXPERIENCE ?

Extended work experience or College link course

In Year 10 and 11 - A very small number of students might have the opportunity of extended work experience or a college link course.

Extended work experiences are arranged in partnership with **Kingston & Richmond Education Partnership (KREBP)** where a designated staff member will be the link to check in with the student on a regular basis. They will also give information to the employer of the school contact and the designated safeguarding officer. A risk assessment will be carried out by KREBP.

A student may go on a college link to support their Key Stage Four studies but this is at the discretion of the Head teacher, SLT and HOY. A risk assessment will be carried out by the college/placement and also by Hollyfield and a designated Career coordinator will be the link for the student and college/placement on a regular basis. Information will also be given to the college/placement of the school contact and the designated safeguarding officer.

Sixth form work experience

In Year 12 the whole cohort of Sixth form students take part in work experience in the summer as a part of the 16-19 programme of study. See appendix 1 for process.

Health and safety checks take place through the completion of the work experience placement form (appendix 9) and guidance is taken from the Health and safety Executive: <http://www.hse.gov.uk/youngpeople/workexperience/cutting-bureaucracy.htm>

It is not a requirement for every employer to have a DBS check. The school can demonstrate it takes reasonable measures to ensure students safety- which we do through our work experience form and employers liability insurance indemnity cover checks. More

information can be found on schools and employers responsibility online:
<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

Appendix 1 - Year 12 work experience process

Y12 WEX

Dates of WEX:

Date	Action	Completed
November	Assembly on WEX- introduction and procedures discussed	
January	Launch of WEX. Students are given a briefing about WEX- Organisation of placements/ forms/dates/website links/ making initial contact etc. Ongoing support from the Careers advisor and Sixth Form team is provided to support students through the process and opportunities are advertised. Step by step guide is also handed to those who need extra support. (Appendix 2).	
February	WEX spreadsheet created and shared with 6 th form team Monday briefing and Wednesday Enrichment slots used for students to confirm WEX placements/ collect/ hand-in relevant forms. All WEX placements will only be confirmed on the basis of completed WEX placement form (Appendix 9, which is a risk assessment- the placement will be checked by the school). Staff WEX google form to be circulated for school support in helping secure placements for onsite roles (Appendix 4 and 5).	
March	WEX update in Mon briefing Guide to getting a placement Links to research and help with finding ideal placement (start Google log book section one Appendix 3).	

Ongoing	Speak to individuals who have not secured a placement and give guidance-	
Ongoing	Messages sent out on Google classroom with WEX reminders/ updates student briefing	
Ongoing	1-2-1 meetings arranged with students without placements.	
May	Speaking directly to students for follow ups. Employers contacted by school to thank them for supporting the student by offering WEX. Contact details and designated safeguarding officer's details given to all employers. A designated member of staff will contact certain placements where students with additional needs are attending and may attend a pre-meeting with the students. Placement Information form will also be given to employers (appendix 8).	
June	Parent mail sent out to Y12 parents to let them know that WEX is a prerequisite for entry into Y13. Students are encouraged to find their placements ASAP	
June	Shared a guide to finding a placement on Google classroom	
Ongoing	Updating spreadsheet as more forms and confirmation of WEX comes in	
June	Send google form to HoD's, requesting for HF work placement positions within departments	
June	List of students without placements are displayed on 6 th form office wall for updating	
June	Telephone calls to parents/ emails and 1:1 meetings with students and/or parents with those who have not found a placement yet.	
July	WEX takes place- Careers, Sixth Form and Teachers either visit or call to check in with the student and employer about the placement. Students to fill out (section 2) in google log book and WEX weekly Schedule (appendix 6).	
July	After WEX students are encouraged to reflect on their placement through their Google Log book (Section 3) Employers will be given a review form to complete (appendix 7).	

<p>No. of Y12 students =</p> <p>No of students with placements = No of students without =</p>

Appendix 2

The Hollyfield 5 step guide to securing a WEX placement

- 1) Research into local companies/ organisations – large and small. Make a list of 6 - 8 places.
- 2) Contact 5 organisations by telephone, (emails tend to get overlooked/ ignored from unknown senders sometimes)
- 3) When contacting an organisation you should mention the following:
 - Your name, school and year group.
 - The reason for your call – i.e. student work placement >> Which department/ role you are ideally looking for – but mention that you would be pleased with any suitable opportunities
 - Why you would like to do work experience in their organisation
 - Dates when you are available - 1st – 5th July 2019
 - If they don't have anything, ask them whether they could recommend/ know of other departments or other organisations that might have opportunities.
 - If they do have opportunities, ask whether you should go into visit them to meet them and chat to them more about the placement.
 - Have a list of your personal skills and experience that you are looking to gain in case they ask you.
- 4) Arrange a time to meet the work placement contact to get them to complete the Employer information form. We MUST have all the forms completed and handed in to Ms Alam or Mrs Ebsworth ASAP.
- 5) Any questions or issues regarding any of the above, come and speak to Ms Alam or email me on talam@hollyfield.kingston.sch.uk

Appendix 3

Year 12 Work Experience Logbook

Your work experience placement is for you to find out more about work before you make your choices. You will get to know about the organisation you are in, the people who work there and the training opportunities that are offered.

1. Email address *

Section 1: Before your work placement

Get started with your Log Book. It is for you to:

- set out your personal information;
- clarify what you hope to gain from the Work Placement;
- record your activities during the Work Placement;
- help you update your personal statement;
- think about what you learned and enjoyed during your Work Placement.

2. What is your name?

3. What tutor group are you in?

4. What is the name of your placement organisation?

5. Explain what you know about your work placement organisation

6. I will report to...

7. My hours of work will be (start and end time/ lunchtime)

8. List your personal objectives for your work placement (give 2 or 3)

Section 2: During the work placement**9. First day checklist - tick these off when completed***Tick all that apply.*

- ☐ I was given an induction/ welcome talk (and a tour)
- ☐ I was given a Health & Safety/ Fire evacuation procedures talk
- ☐ I have been made aware of my start and end times including length of lunchtime breaks
- ☐ Other: _____

10. Record of activities - Identify three typical activities in one day

11. Record of activities - Log your daily activities - Day 1

12. Record of activities - Log your daily activities - Day 2

17. My time-keeping was*Mark only one oval.*

	1	2	3	4	5	
Excellent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Needs attention

18. My attendance was*Mark only one oval.*

	1	2	3	4	5	
Excellent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Poor

19. The clothes I wore suited the work I was doing*Mark only one oval.*

	1	2	3	4	5	
Excellent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Needs attention

20. My attitude to fellow workers was*Mark only one oval.*

	1	2	3	4	5	
Excellent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Needs attention

21. My willingness to listen and learn was*Mark only one oval.*

	1	2	3	4	5	
Excellent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Needs attention

22. My awareness of Health & Safety was*Mark only one oval.*

	1	2	3	4	5	
Excellent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Needs attention

23. My ability to show initiative was*Mark only one oval.*

	1	2	3	4	5	
Excellent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Needs attention

24. Did you enjoy your work experience placement? What were your impressions of other workers? What aspect of the placement did you enjoy the most?

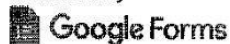
25. Would you recommend this work placement organisation to another student?

Mark only one oval per row.

	Tick one
Definitely	<input type="radio"/>
Maybe	<input type="radio"/>
Never	<input type="radio"/>

- ☐ Send me a copy of my responses.

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WEX at HF 1-5 July 2019

We as a school can support our Y12 students who are looking to secure placements in school. This is a form to put together your suggestions for students to be placed onto specific job roles in your departments.

1. What department are you in?

Tick all that apply.

- ☐ English
- ☐ Maths
- ☐ Science
- ☐ Humanities
- ☐ Technology
- ☐ Art
- ☐ Music
- ☐ MFL
- ☐ Drama
- ☐ PE/ Games
- ☐ IT support
- ☐ Student support/ LRC
- ☐ Admin
- ☐ Site team
- ☐ Other: _____

2. List some job roles you might be able to offer in your department.


3. Are you able to offer 1-5 July inclusive?

4. How many students are you willing to take on?

25/09/2019

WEX at HF 1-5 July 2019

5. Other comments/ questions you might have.

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 Google Forms

<https://docs.google.com/forms/d/16bwEIJrmD3e7eNTAqDKVzwVoluYsbaCysEYzpfkQ34I/edit>

2/2

Appendix 5: Staff

Appendix 5

Y12 WEX Placement – Guidelines for staff

Thank you for offering to take on our Year 12 placement student/s within your teams. Students have been matched up as much as possible in terms of their subject/ skill areas. However, for some students, the role that they will be involved in will be totally new to them. When you meet with your placement student/s to discuss their role, please be very clear about your expectations. All students have been told to complete an online logbook for the week, plus I have included an orange 'Employers WEX Review' sheet to complete at the end of the week for every student.

Here is an outline of their week:

Monday 1/07/19	8.30 am – Briefing with TA	<ol style="list-style-type: none"> 1. All HF WEX students to meet in 6th form common room at 8.30 am 2. TA to run through Health & Safety/ Expectations as a placement student and tell them who their WEX supervisor is, etc. 3. TA to remind students to start completing their WEX log on Google drive – Section 1 and Day 1 log must be completed by the end of the day.
Monday 1/07/19	8.50 am – Meet with Hob/ Team leader – WEX	<ol style="list-style-type: none"> 1. Briefing on placement role within department; details of role and expectations, who they need to report to (their WEX Supervisor) – see attached document 2. Agree on start – end times/ lunch breaks/ supervised and unsupervised times/ areas/ rooms they can access etc... 3. Agree on a timetable/ schedule for the week or provide a daily schedule – see below for a template idea. 4. TA to provide each WEX Supervisor with 1) First day induction sheet and 2) WEX weekly schedule template and 3) Employer Review Sheet
Monday – Friday 1/07/19 – 5/07/19	As agreed	<p>Complete WEX placement as agreed by Supervisor and Student.</p> <p>Any serious issues or problems should be directed to <u>T Alam</u> or <u>J Ebsworth</u></p> <ul style="list-style-type: none"> - talam@hollyfield.kingston.sch.uk - jebsworth@hollyfield.kingston.sch.uk

1. Year 12 WEX - First Day Induction

At your first induction meeting with your WEX student/s, please discuss the following with them:

1. Welcome and explain what the role involves	2. Who's who in the department/ team and who they will be reporting to directly.	3. Ask student: 'What skills and attributes do you have that you think will help with this role?'
4. Agree on timings of the day and breaks/ lunch breaks (these could be in line with the school day or you can decide on your own)	5. Tour of the department & Health and Safety (highlight areas that they are allowed to access and out of bounds locations; safety precautions when using electrical equipment/ chemicals/ other).	6. Run through daily expectations, (e.g. no entry into staff area due to data protection/ sensitive information being shared; work appropriate clothing, etc.)

Appendix 6.

2. WEX weekly schedule:

Day	am From _____ to _____	pm From _____ to _____	Notes/ Comments (attendance/ punctuality/ effort/ attitude, etc)
Monday 1/07			
Tuesday 2/07			
Wednesday 3/07			
Thursday 4/07			
Friday 5/07			

2. WEX weekly schedule:

Day	From _____ am to _____	LUNCH BREAK - FROM _____ to _____	From _____ pm to _____	Notes/ Comments (attendance/ punctuality/ effort/ attitude, etc)
Monday 1/07				
Tuesday 2/07				
Wednesday 3/07				
Thursday 4/07				
Friday 5/07				

Appendix 7



Employer Work Experience Review form

Please would you take a few minutes to complete this Work experience review sheet for your student from Hollyfield School. Kindly email a copy directly to talam@hollyfield.kingston.sch.uk , or send it back with the student named below.

Name of student:		Role of student:																																					
Name of organisation:			Dates: 1- 5 July 2019																																				
Name of contact/ supervisor:																																							
Skills involved in the role: <ul style="list-style-type: none"> <input type="checkbox"/> Organisation <input type="checkbox"/> Communication <input type="checkbox"/> Problem-solving <input type="checkbox"/> Customer service <input type="checkbox"/> Administration <input type="checkbox"/> Practical <input type="checkbox"/> Supportive <input type="checkbox"/> Clerical <input type="checkbox"/> Scientific <input type="checkbox"/> Stock checking <input type="checkbox"/> Creative <input type="checkbox"/> Researching <input type="checkbox"/> Technical <input type="checkbox"/> Computer <input type="checkbox"/> Other 		Skills developed by student: <ul style="list-style-type: none"> <input type="checkbox"/> Organisation <input type="checkbox"/> Communication <input type="checkbox"/> Problem-solving <input type="checkbox"/> Customer service <input type="checkbox"/> Administration <input type="checkbox"/> Practical <input type="checkbox"/> Supportive <input type="checkbox"/> Clerical <input type="checkbox"/> Scientific <input type="checkbox"/> Stock checking <input type="checkbox"/> Creative <input type="checkbox"/> Researching <input type="checkbox"/> Technical <input type="checkbox"/> Computer <input type="checkbox"/> Other 																																					
Areas of Strengths:		Areas to develop:																																					
<p>Please rate the student on the following by circling one number : (1–Outstanding to 5-Needs attention)</p> <table border="0"> <tr> <td>• Timekeeping</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>• Attendance</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>• Attitude</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>• Appearance</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>• Professionalism</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>• Communication</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>				• Timekeeping	1	2	3	4	5	• Attendance	1	2	3	4	5	• Attitude	1	2	3	4	5	• Appearance	1	2	3	4	5	• Professionalism	1	2	3	4	5	• Communication	1	2	3	4	5
• Timekeeping	1	2	3	4	5																																		
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• Attitude	1	2	3	4	5																																		
• Appearance	1	2	3	4	5																																		
• Professionalism	1	2	3	4	5																																		
• Communication	1	2	3	4	5																																		
<p>Would you be willing to take on other Year 12 students for future work experience? YES/ NO</p> <p>Any other comments you wish to include about the student named above:</p>																																							
Full name: _____		Signed: _____																																					
Title: _____		Email/ Tel: _____																																					

Appendix 8: Year 12 Work Experience Placement information form

Thank you for supporting Hollyfield Sixth Form by accepting one of our year 12 students for work experience. We appreciate how much organising and planning this takes but also know it provides the students with an invaluable insight into the world of work so thank you very much for being part of it.

Contact details

If you have any questions or issues throughout the work experience week please contact Ms Alam Head of Year 12 or Mrs Ebsworth Sixth Form Admin Manager on 0208 339 5400 .
talam@hollyfield.kingston.sch.uk or Jebsworth@hollyfield.kingstonsck.uk

Alternatively email Mr Poole ipooole@hollyfield.kingston.sch.uk Careers Coordinator.

A member of Hollyfield staff will be in touch during the week to check in with the student by phone and where possible will make an arrangement to visit the workplace. If a student does not attend the work placement please contact the school on the number above.

Safeguarding & child protection

If you have an urgent concern regarding safeguarding issues about a student whilst on their work experience then contact smcgeoch@everychildeveryday.org.uk or who is our Designated Safeguarding Lead(DeputyHead Teacher) in school, you can contact him on ext 162 or aratcliffe@hollyfield.kingston.sch.uk Alternatively please contact Ms Sonali Patel (Deputy Designated Safeguarding Lead) on 0208 3384500 ext 162 or spatel@hollyfield.kingston.sch.uk For further details of Hollyfield School's Safeguarding & child protection policy please see the School website:
<http://hollyfieldkingston.ovw3.devwebsite.co.uk/attachments/download.asp?file=246&type=pdf>

Feedback

Please could you complete the attached feedback form for the student at the end of the week and email it to talam@hollyfield.kingston.sch.uk . We really appreciate the feedback and is a vital part of evaluating the work experience week.

If you have any questions at all please contact Mrs Alam who can provide any further information or support during the week.

Year 12 work experience Form



THE HOLLYFIELD SCHOOL
WORK EXPERIENCE INFORMATION FORM 2020



School Name: **Work Exp Dates: From** **To**

Student Name: **Male/** ☐ **Female** ☐ **Year** **Group** **Job** **Number:**

Student - Once you have secured a placement you will need to have this form completed by the employer and your parent. We will only allow you to do work experience with an employer or organisation that has Employers Liability (Compulsory) Insurance (ELI) so the employer must complete details of their current policy. **If the ELI is not completed these forms will be returned to you.** All sections must be completed; please print clearly.

Employer - Thank you very much for offering to host a student on work experience. We will try to keep the administration to a minimum and expect that the exchange of further information will be via email, **so please ensure you provide your email address.** All sections must be completed; please print clearly.

Organisation name:

Department: **Number of staff** < 5 ☐ 5-50 ☐ >50 ☐
in organisation:

Address: **Postcode:**

Name of contact: **Position:**

Direct **Mob:** **E-mail:**
Tel: **(Essential)**

The Right Start is the Health & Safety Executives short introduction to the employer's responsibilities. You can access it at: <http://www.hse.gov.uk/pubns/indg364.pdf>. Please confirm by putting at **Y (for YES)** in the box to indicate that you will read it and make a copy available to anyone who will be supervising the student while they are with you. ☐

Please indicate the type of work the student will be undertaking:

Days/hours of work:

Clothing/Dress Code:

Significant risks associated with role:

Have you carried out and recorded a risk assessment?:

Employers Liability (Compulsory) Insurance Expiry Date:

Name of Insurer:

Policy No:

Should the expiry date pass before the student starts with you will you renew with the same insurance provider? YES
NO (please circle)

Please confirm your offer of Work Experience Placement (manager or supervisor to sign)

Signature:

Position:

Name:

Date:

Signed forms can be scanned and emailed to Mrs J Ebsworth at jebsworth@hollyfield.kingston.sch.uk
The Hollyfield School Sixth Form, Surbiton Hill Road, Surbiton KT6 4TU Tel: 020 8339 4507