



Policy for Work Experience

1.0 INTRODUCTION

Work Experience first and foremost is a learning experience which provides young people (whilst still at school) with a 'first hand' experience of the real working environment within which adults work. It is an important part of the school curriculum and enables the school to meet the aim of the 1988 Education Act to prepare students for 'the opportunities, responsibilities and experiences of adult life'.

2.0 AIMS

Work Experience aims to :

- 2.1 Provide an opportunity to ease the transition from school to the work place.
- 2.2 Provide students with an opportunity to gain a greater understanding and awareness of the working environment.
- 2.3 Enhance the personal effectiveness of the students involved.
- 2.4 Develop skills and knowledge for adult life.

3.0 OBJECTIVES

The objectives of the Work Experience policy are :

- 3.1 To enable the students to gain 'first hand' experience of the world of work.
- 3.2 To develop personal and social skills of students through active learning situations outside their normal educational experience.
- 3.3 To enrich the educational experience of all students by relating their work in school to the world of work.
- 3.4 To develop the confidence of students in relating to adults other than teachers.
- 3.5 To alleviate stereotyping in career choices and assist in the development of mature career choices.
- 3.6 To develop students' understanding of how an employing organisation functions.
- 3.7 To widen the students' awareness of the opportunities available to them in the community.

School policy states that :

- (a) All students will be given the opportunity to partake in an activity which will give them experience of industry.

- (b) All students will have equal access to all activities regardless of ability, gender and ethnic background.
- (c) All students are encouraged to consider activities beyond the limits of traditional gender roles.
- (d) Local industrialists are given every opportunity to be involved in the preparation of and the evaluation of the students' experiences and achievements.
- (e) All members of the teaching staff (where possible) are involved in the delivery of the Work Experience programme.
- (f) Elements of the Work Experience programme are focused within the academic curriculum and work undertaken within the programme can be assessed as GCSE coursework.
- (g) The students' experiences are closely linked to the pastoral and profiling curriculum of the school and are accredited through the Record of Achievement.

4.0 ORGANISATION

- 4.1 The work experience Programme is an integral part of the Personal, Social and Health Education programme and is delivered within a modular framework. This allows for flexibility in delivery which is determined by the calendar of Work Experience dates as agreed with Bolton Bury Chamber
- 4.2 Work Experience placements are organised as self placements and are checked for Health and Safety by Bolton Bury Chamber These will adhere to the revised DES ' Education at Work 'document (1991).
- 4.3 The administration and internal organisation of the Work Experience programme is the responsibility of the Work Experience co-ordinator. This work involves close liaison with the Bolton Bury Chamber team, parental consultation, the organisation and allocation of teacher visits.
- 4.4 All teaching staff visiting work placement situations are issued with guidance notes which outline clearly the intentions and purpose of the work placement visit.

5.0 EVALUATION

Work Experience provides the school with a public image to the local community. It is therefore necessary to ensure quality through a regular evaluation of the Work Experience programme.

Information is collected from relevant client groups which include the students, teachers, parents, Bolton Bury Chamber and employers about all aspects of the programme. An analysis is made, conclusions are formed and feedback is given which may require further action to be taken.

THE WORK EXPERIENCE PROCESS

Letter to parents
outlining procedure

Students given information during
PHSCE lessons

Students complete personal
application form (online) during
PHSCE lesson

Students search Bolton and Bury Ed Bus
Partnership data base during PHSCE lesson for
work experience placements that they would
like to apply for

Students may also search Bolton and Bury Ed
Bus Partnership database
at home and may contact employer
directly if they wish

Application forms and choices are passed to PHSCE tutor for checking and collation.
Tutor passes information on to Work Experience Co-ordinator for processing

Completed student application forms are passed to HOY for positive comment and signature

Work Experience Co-ordinator to prepare and submit letters of
application/telephone calls on behalf of students to employers

Confirmation of placement received by Work Experience Co-ordinator from employer.
Students informed via register

Prior to placement students are given full details and asked to contact employer to
introduce themselves and thank them for placement

Work Experience Co-ordinator allocates student placements to teaching staff to arrange visits

Work Experience Co-ordinator collates returned Employer and Student record/assessment sheets

Evaluation in PHSCE lesson