



# Elmfield Rudolf Steiner School

## Work Experience Policy

December 2018

<b>Policy Tracker – Responsibility for monitoring this policy:</b> <b>Diana Ball (Education Lead)</b>			
(Reviewed annually or in response to changes in legislation)			
<b>Date</b>	<b>Reviewed and Updated By:</b>	<b>Role</b>	<b>Date Approved by the Council of Management</b>
12/12/18	Diana Ball	Education Lead	

## **Introduction**

In line with the Education Act 1996, we believe in providing students with learning opportunities which equip them for adult life. The school strives to introduce students to a range of teaching and learning opportunities which offers them practical experiences in many aspects of life. Work Experience is an integral part of our Upper School curriculum and it offers students a valuable opportunity to practice practical, organisational and career management skills learned in other areas of the curriculum.

### **The aims of the Work Experience:**

There are four main areas to which the work experience programme is linked. These are:

- employability and key skills
- careers education and guidance
- personal, social and health education (PSHE)
- the Steiner curriculum and GCSE subjects.

### **Employability and key skills**

Insights into skills and attitudes required by particular sectors and employers and an opportunity to develop, practice and demonstrate key skills in a work setting, in particular recognizing hazards, assessing and controlling risks, health and safety, working with others, organisational skills, ICT skills and improving own learning and performance.

### **Careers education and guidance**

A better understanding of the world of work and the implications for students' own careers.

### **Personal social and health education (PSHE)**

Development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

### **Steiner Curriculum and GCSE subjects**

Opportunities for students to directly enhance their understanding of the subjects they are studying, to develop a practical understanding of a range of issues, economic and business issues, British values, environmental matters and moral and social education.

## **Student entitlement**

Our students are entitled to receive:

- up to ten days of work experience appropriate to their learning needs
- guidance to support their choice of placement

All precautions will be taken to ensure that individuals health and safety will be paramount during all stages of the work experience placement.

Parent/carers should be aware that the school will not accept any applications for holiday leave during the school's designated work experience weeks.

### **Work Experience Outline:**

All students are expected to participate in a ten-day work experience activity during the Summer term after GCSEs in Class 10 have been completed and prior to the Class 10 trip.

### **Work Experience Timeline:**

#### **Summer Term of Class 9**

Work Experience is explained to the students and advice given by the Work Experience Co-ordinator.

#### **Autumn/Spring Term of Class 10**

Class guardians work with the students during PSHEE lessons, tutorials and assemblies giving advice regarding work experience where necessary. The Work Experience Co-ordinator will visit the class during a Tutorial to recap the work experience process and timeline and give out the appropriate documentation. This information will also be relayed to the parent/carers of the students via the ParentMail system.

Students decide who to approach for placements using their contacts, parental help and information provided by the Work Experience Co-ordinator from the Dudley Council database. Students will contact the employers directly by email, visit or telephone call. It is important to note that the responsibility for locating a placement lies with the student. The school will assist where it can but cannot be expected to locate a placement for the student.

Once a placement has been secured the student completes a Work Experience Form (see appendix 1) which is signed by the parent/carer and this is returned to the Work Experience Co-ordinator. The Work Experience Co-ordinator enters the placement information onto the Dudley Work Experience portal and the Dudley Work Experience team arrange for the necessary checks to be undertaken. If a placement is out of the Dudley area or needs to be checked by an external assessor a charge may be incurred. Dudley Work Experience team will contact the Work Experience Co-ordinator who will liaise directly with the parent/carer concerned to obtain written agreement that this charge will be paid by the parent/carer. If the parent/carer does not give this consent the placement will be declined, and the student will not be allowed to undertake this placement.

In the vast majority of cases, students will be placed in work experience placements which have been health and safety checked by Dudley Local Authority. This will ensure that the safety of students is maintained while they are on work experience. Dudley Local Authority will ensure that the employers concerned have employer liability insurance and robust systems in place for ensuring that the safety of learners is ensured.

The exception to this is where a placement organised by a parent/carer and taking place with an employer which does not go through the school's procedure for gaining health and safety approval will be deemed by the school and the LEA to be unauthorised absence.

Prior to the work experience period the Work Experience Co-ordinator will again visit the class during a Tutorial to brief the students regarding their conduct whilst undertaking their placement(s), answering any questions and ensuring all students are fully aware of the expectations of their work experience placement(s).

During the ten-day work experience period the Work Experience Co-ordinator will, where possible, telephone the supervisor of the placement(s) to ensure the student is attending the placement and that there are no causes for concern.