



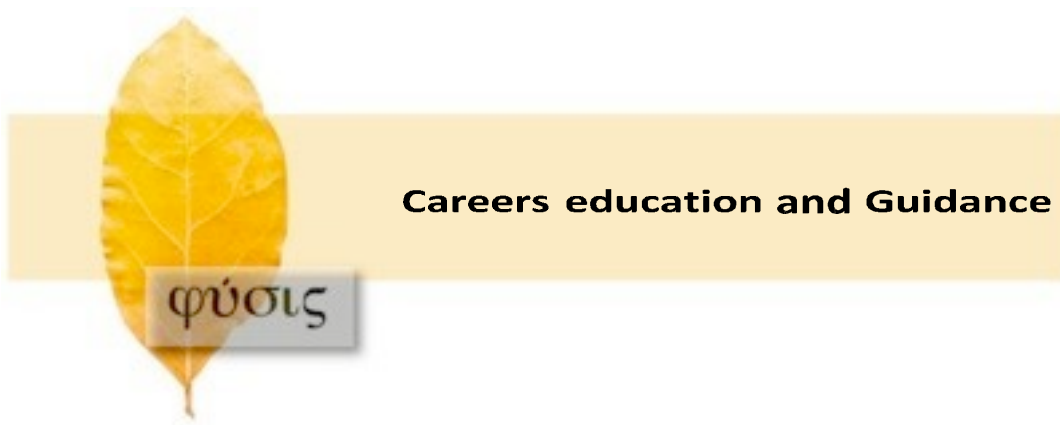
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Work Experience Policy



**Physis Heathgates
Academy**

*Physis Quantum is a specialist provider of exciting and innovative services to
Children and Young People with special educational needs.*



Work Experience Policy

Introduction

Work Experience forms part of Work Related Learning and is part of the learning entitlement for all pupils. This process engages pupils in learning about work; through work and for work. At Physis Heathgates Academy Work Related Learning has an important contribution to make to the education of all pupils in order for them to make an effective transition from school to adulthood and to employment.

Work Experience may be defined as: 'a placement on employers' premises in which a learner carries out a particular task or duty or range of tasks or duties, more or less as would an employee but with the emphasis on the learning aspects of the experience.'

Aims

At Physis Heathgates Academy the process of Work Experience is part of careers education. It aims to give pupils the opportunities to:

- * gain an insight into a career or chosen occupation and to experience day to day aspects of employment
- * learn beyond the confines of the organised curriculum
- * understand their own strengths and areas for development
- * build confidence and independence
- * connect their learning with working lives
- * work as part of a team
- * develop skills of self evaluation
- * demonstrate organisational skills
- * understand the importance of matters relating to Health and Safety

Organisation

The Work Experience Co-ordinator is responsible for:

- * helping pupils to find and assessing the suitability of placements
- * conducting preliminary visits as appropriate
- * checking that Health and Safety / DBS requirements are met by employers and that risk assessments are in place
- * preparing pupils in terms of planning for Work Experience and guiding them in terms of completing their Work Experience booklet
- * guiding pupils in the preparation of letters of application and CVs
- * overseeing the administration of Work Experience documentation

Policy/Work Experience

- * arranging visits to pupils
- * informing parents/corporate parents of all matters related to Work Experience
- * alerting employers to matters relating to pupils' special needs and/or medical information
- * communicating with pupils both prior and during Work Experience and ensuring that Emergency Contact numbers are available
- * arranging care staff supervision during the Work Experience
- * de-briefing pupils after Work Experience and guiding pupils in respect of letters of thanks
- * monitoring and evaluating the Work Experience placements
- * ensuring that systems are in place to investigate accidents and to record complaints

Responsibility of Pupils

All pupils are well prepared before they embark on Work Experience and they understand that they have a responsibility to:

- * behave at all times in a way that reflects the academy's Code of Conduct and Expectations
- * follow directives and guidelines given by the employer
- * maintain an interest in the work provided and strive to learn from successful employees
- * act in accordance with Health and Safety requirements
- * have a good attendance record and to notify the employer if they are unable to attend
- * have good punctuality
- * dress appropriately for the job and to promote health and safety
- * alert school immediately if they encounter any problems that they feel they are unable to deal with
- * complete their Work Experience booklet to a good standard
- * write to thank the employer after the Work Experience

Organisation

At Physis Heathgates Academy planning for Work Experience does not have a specific time frame. The Work Experience coordinator will consult with managers, care staff and teachers to decide when the particular youngster will benefit most from a Work Experience programme. Pupils will be given the opportunity to reflect on their strengths and aspirations as they begin to make choices regarding Work Experience. Pupils are guided in this process through the Careers Guidance schemes of work.

Policy/Work Experience

Throughout the semester prior to their Work Experience placement pupils are prepared by engaging in lessons aimed to enable them to choose an appropriate placement. They will:

- * write letters of application and prepare a CV.
- * They also learn about matters of Health and Safety, Equal Opportunities and Expectations in the Work Place.
- * All special needs and medical information is passed by the school to the employer as appropriate.

The Work Experience Placement usually lasts for between five and ten days during which time pupils will be contacted and visited by staff. The work experience may differ from 5-10 days if it is considered to be appropriate.

Monitoring and Evaluating Work Experience

This is done in a number of ways:

- * visits to pupils on Work Experience
- * interviews with pupils and employers
- * review of policy and Work Experience procedures

Safeguarding

Employers are asked when preparing a programme of Work Experience for a young person to take responsibility for their social and physical welfare. (DCSF Guidance on the Employment of Children) August 2009. Employers must ensure that their employees' relationships with young people are appropriate to age and gender. Attitude, behaviour and language all require careful thought.

Health and Safety

In terms of Health and Safety, pupils are placed in a safe and healthy environment by:

- * ensuring that they have been made aware of hazards of the job and the controls required to minimise the risks to acceptable levels
- * ensuring compliance with Health and Safety legislation specific to young persons
- * ensuring that the pupil is suited to the placement
- * ensuring that risk has been assessed by the employer and that a preliminary visit has been carried out in higher risk placements

Equal Opportunities

According to the Disability Discrimination Act, the definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on an individual's ability to carry out normal day to day actions'.

Physis Heathgates Academy ensures that pupils with disability are appropriately placed and that they have the same opportunities as their peers. This may involve the creation of a pre-work experience programme that is appropriately differentiated.

Andy Plant

(Headteacher)

Review Date: Jan 2019