

# **BENTS GREEN SPECIAL SECONDARY SCHOOL**



## **WORK EXPERIENCE**

**Author: Graham Leathwood**

**Signed Laura Gillespie (Chair of Teaching & Learning Committee)**

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## **Work Experience at Bents Green School**

Work experience is an important element of the BGS Life Skills programme and is incorporated in to the Life Skills Curriculum for years 10 and 11.

### **Rationale**

*Work related learning (WRL) is defined by QCA\* as planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices, and learning the skills for work.*

For our students work experience is not only an opportunity to develop understanding and knowledge of working life but also to –

- Engage with the wider community
- Meet and learn from others
- Learn new skills
- Build in confidence and self-esteem.
- Gain awareness of their strengths and abilities
- Develop, interests and aspirations for the future

At this level, 'work experience' is not necessarily be seen as preparation for a career but rather an opportunity to gain experience and knowledge of 'working life'. Where possible we will always try to place students in areas or types of work in which they have expressed a particular interest, and are always looking to extend the range of opportunities available to them.

### **Work experience gives our students an opportunity to gain knowledge and practise skills in the following areas –**

- Working with others (team work)
- The importance of punctuality and completing given tasks
- To learn about worker's rights and responsibilities for the future
- Health and Safety at work
- Problem solving
- Coping with anxieties
- Developing social and interpersonal skills
- To follow instructions
- Independent travel skills
- Specific skill development

### **Accreditation**

Although accreditation is not the primary aim of work experience there are specific work related learning units that students can undertake to complete through the Asdan: Life Skills Challenge, these include -

- Communicating with others at work
- Health and Safety in the Workplace
- Following workplace instructions
- Customer Service

For students undertaking these units the Work Experience Coordinator (WEC) will work with them in order to complete any written assessments, undertake observations, and gather the evidence needed for submission of their work.

### **Preparing the students**

- Through discussion and classroom based activities students are encouraged to express preferences for the type of WX they would like to do. This is in the context of what is available or could realistically be available in the future.
- Introduction to the 'world of work' is essential. An overview of what will be expected of students in a work setting. Generic teaching will take place and will include: Health and safety in the workplace, the importance of maintaining good work standards e.g. punctuality, following instruction, good attendance and workers' rights and responsibilities.
- Throughout placements students will be visited with a view to continuing support. This will also be an opportunity for BGS staff to make any observations, assessments and gather evidence required for accreditation.

### **Parent/Carers**

Parents/Carers will be kept informed at all stages of the process. Letters will be sent to parents/carers with a placement overview giving details of the organisation and the dates, times and duration of the work placement. Signed permissions will be requested. Throughout the placement the WEC will be responsible for keeping all parties involved of student progress.

### **Work placement provider and WEC**

- Work placements will be arranged by the WEC with the work provider and any necessary arrangements in respect of the student's placement will be made between these two parties.
- It will be the responsibility of the WEC to ensure that the work provider receives relevant information about the student before the placement begins. This will include: A description/ 'pen picture' of student/ their support needs, medical information and contact details for the school.

- The WEC will be responsible for undertaking risk assessment in consideration of individual students' needs and the working environment in which they will be placed. See attached documentation - **Work Placement Visit form** and **Work experience student details**. These two documents will be completed by the WEC with copies made available to Parents /Carers.
- The WEC will be responsible for keeping records of student attendance and punctuality and ensuring that end of placement reports are completed by the work provider
- It is important that all students have the opportunity to access a work placement of some kind, at whatever level is appropriate for them at that time. For this reason some students will access work experience placements on –site at BGS.

### **Evaluation/ Appraisal**

- All students will be supported in compiling a 'Work Experience Record of Achievement'. This will include - Photographic evidence, Attendance and punctuality records and end of placement reports from work supervisors. They will be encouraged to reflect on their achievements and celebrate their success.

References:

**Sheffield City Council Work experience placements**

[www.sheffield.gov.uk/business-economy/development/work-experience](http://www.sheffield.gov.uk/business-economy/development/work-experience)

**THE RIGHTSTART Work experience for young people**

[https://www.aber.ac.uk/healthsafetyenvironment/work\\_placements\\_indg364.pdf](https://www.aber.ac.uk/healthsafetyenvironment/work_placements_indg364.pdf)

**HSE - Young people and work experience: A brief guide to health and safety**

<http://www.hse.gov.uk/pubns/indg364.pdf>

**Health and safety assessment for work experience placements a good practice guide**

<http://www.my-work-experience.com/teachers/docs>

**HSE - Placement providers (employers)**

<http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>

**HSE - Work experience organisers**

<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

**HSE - Young people at work**

<http://www.hse.gov.uk/youngpeople/>

## Appendices

### BGS: Work experience and student details

<b>Requesting organisation</b>			
Organisation name:			
Contact name:			
Address:			Post code:
Tel:		Fax:	
Email:			
<b>Placement details</b>			
Company name:			
Address:			Post code:
Contact name:			
Tel: Mobile:		Fax:	
Email:			
Dates of placement:	From:	To:	
Job Title:			
<b>Student details</b>			
Student name:			
Date of birth:		School year group:	
Age at start of placement:			
<b>Health/medical conditions/ support requirements or information the employer will need to know about which may affect the student in the workplace:</b>			

## BGS: Work Experience Placement Visit Information

<b>Employers' Details</b>	
Number of employees:	
Nature of business:	
Main contact:	
Post code:	
<b>Employers Liability Insurance:</b>	
Insurer:	
Policy number:	
Expiry date:	
<b>Health and Safety Checklist</b>	
Trained first aiders on site. Accidents recorded on the company database. Employer aware of accident recording and RIDDOR requirements	<b>Please tick if in place</b>
Health & Safety policy in place and on display Good standard of H&S signage observed throughout	
Full Health & Safety induction to be carried out on the first day and will include fire & emergency evacuation procedures	
Employer will provide PPE clothing and equipment where necessary.	
Employer aware of requirements	
A named work supervisor will be assigned to student on placement.	
<b>Job Description</b>	
Organisational risk band -	
<b>Placement approval</b>	
Signed:	Date: