



## Work Experience Policy

### Introduction

**Rational:**

The aims of the Work Experience programme are to raise student achievement, to help prepare students for the world of work, to allow students to experience an adult environment which is different to school, to allow students to sample a career they are interested in, to enable students to further develop social skills in an adult environment, and to encourage students to challenge stereotyped images of what people should do for a career/job.

**Development:**

This policy was developed and is reviewed biennially in discussion with teaching staff, the Work Related Learning Team, pupils, parents, governors, advisory staff, and other external partners.

**Links with other policies:**

The policy for Work Experience supports and is itself underpinned by a range of key school policies, especially those for Teaching and Learning Assessment, Recording and Reporting Achievement, Citizenship, PSHE Education, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Gifted and Talented, Looked after children and special needs.

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### Objectives

**Pupils' needs:**

The Work Experience programme is designed to meet the needs of pupils at Waverley Studio College. It is differentiated and personalised to increase the awareness of the world of work and to raise pupil aspiration and motivation.

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**Entitlement:**

Pupils are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial, and confidential. It will be integrated into pupils' experience of the whole curriculum and be based on a partnership with pupils and their parents or carers. The programme will raise aspirations, challenge stereotyping, and promote equality and diversity. As part of their CEIAG learning, all Year 10 students are entitled to a one week placement. Waverley and the Work Related Learning Team have built up and maintained a wide range of placements to suit the needs and aspirations of our students. Every effort is made to increase the number of places to give real choice to students. Students are given the opportunity to find their own placements, so long as it is not with a family relative and the normal requirements and conditions of a placement are met.

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**Implementation****Management:**

Miss Ambreen Nawaz (Work Related Learning Advisor) co-ordinates the Work Experience programme and is responsible to Mrs Homeira Zakary (Assistant Headteacher 14-19). Work Experience is planned and implemented by the Work Related Learning Team and Mr Andy Marshall.

**Staffing:**

All staff are given the opportunity to visit pupils and their employers at their Work Experience placements. Certain staff are also asked to support Work Experience preparation events in school. Heads of House are involved in behaviour support linked to the programme.

**Curriculum:**

During the spring term pupils take part in various workshops to aid with their placement experience such as; Vocational Choice, Placement Choices, Application Letter Writing, and Interview Techniques during form time. Students are prepared for Work Experience during assemblies, health and safety sessions, equal opportunities awareness, and briefings prior to commencing interviews and placements.

**Assessment and Accreditation:**

Year 10 pupils are awarded a Gold, Silver, or Bronze certificates depending upon their performance at the placement, their employers' feedback, and the completion of their logbook. An Awards Ceremony is held in school at the end of the programme. Student logbooks are used for their progress files.

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**Partnership:**

Waverley Studio College works in collaboration with the Work Related Learning Team (Mr Andy Marshall). The Work Related Learning Team organise approximately 1200 employer placements a year for six participating schools. Waverley and the Work Related Learning Team seek to continuously improve practice.

**Monitoring and Review Evaluation:**

The Work Experience programme is reviewed continuously throughout the year via end of term progress reports, meetings with the leadership team, planning meetings to review progress and set goals, and through student evaluation sessions.

**Policy adopted by Waverley Education Foundation Board of Trustees on:**

**06/12/2016**

**Policy to be reviewed on: December 2017**

**Signed:**

X \_\_\_\_\_  
**Chair of Trustees**

X \_\_\_\_\_  
**Principal**