

Work Experience Entitlement Statement of Principles



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Introduction

This Work Experience Entitlement Statement sets out what students can expect to receive with regards to Work Experience at Eckington School. In the Careers Education Information Advice and Guidance Policy, section 3.1.6 states an objective of Eckington School is to provide students with experiences of workplace(s). In line with the Gatsby Benchmark 6 'Experiences of Workplaces', students at Eckington School can expect to have had at least one experience of a workplace by the age of 16. Students continuing their education with us into our Sixth Form, can expect to have an additional workplace experience, by the end of Year 13.

Aims

Work Experience placements assist students in their transition from school to work and aim to:

- Provide students with an opportunity to relate school studies with a workplace
- Give students an insight into the diversity of employees in the workplace
- Prepare students for the demands and expectations of the working world

We have developed a programme that supports five main curriculum areas:

1. Employability and key skills, including Eckington's 'Good Learning' attributes and 'Key Values'.
2. Careers education and guidance
3. Applied and vocational courses
4. Personal, social and health education
5. National Curriculum and other subjects

1. 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, working with others, ICT skills and improving own learning and performance.

2. Careers education and guidance – a better understanding of changes in the world of work and the implications these have for their own careers.

3. Applied and vocational subjects – a better understanding of vocational areas being studied, the opportunity to investigate real examples and the opportunity to gather evidence of vocational skills developed.

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4. Personal and social development – development of increased maturity with improvements in aspects such as motivation, self-confidence and interpersonal skills. Work experience also allows students to demonstrate the principles underpinning ‘Eckington Values’.

5. General subjects – opportunities for students to enhance their understanding of subjects, develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment, and moral and social education.

Student Entitlement

Our Year 10 students are entitled to receive:

- Five days of work experience appropriate to their learning needs.
- A learning programme designed to prepare them for the placement.
- Guidance to support their choice of placement.
- An opportunity to set individual learning targets for their placement, and
- An opportunity to reflect upon their learning experience once completed, and to have this recorded in their life folders and books.

Our Sixth Form students are entitled to receive:

- Quality, relevant work experience appropriate to their course or career goals.
- 1:1 support to prepare them for their work experience; this could involve support with identifying a placement, support with the initial contact, negotiation of activities, etc.
- Guidance to support their choice of placement.
- An opportunity to set individual learning targets for their placement.
- An opportunity to reflect upon their learning experience, once completed, and to have this recorded in their ‘Building Futures’ folder.

From a legal perspective, students on placements are generally considered the same as normal employees, so they are covered by the employer’s health and safety and insurance policies. Both students and parents have a right to expect that Eckington School will take reasonable steps to ensure that the employer is acting responsibly. Parents and carers of students under 18 need to agree to the student going on a placement.

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Key Stage 4 Programme outline (Year 10 Work Experience)

A one week (five day) work experience activity takes place in Year 10. It is expected that all students will take part.

For the Academic Year 2023/2024 Year 10 Work Experience will begin on Monday 18th March 2024 for five working days until Friday 22 March 2024.

Programme delivery

Date	Unifrog Process
Sept (Yr10)	<ul style="list-style-type: none"> • Work experience programme launched to Year 10 via a Launch Assembly, also by email and via form tutors. • Students are introduced to the programme and the support that is available to them. • Students are made aware of the timescales. • Email is sent home to parents to give details of the work experience programme, advising of support available and timescales. Regular, monthly emails will be sent home to parents.
Sept - Jan	<ul style="list-style-type: none"> • Students source their own work placements and once the employer has said YES, the student FILLS in the 'Student Initial Form' on Unifrog (the schools careers platform which every student has access to). • Year 10 Work Experience Lunchtime Club available Tues & Thurs in ML1 to help support students to find a placement.
Sept to March	Unifrog will contact employer to obtain details, risk assessments and insurance certificate.
Sept to March	<p>Once employer details are received and checked, the student's parent/carer will be emailed and asked to check the placement details and to give their consent.</p> <p>NEW! Students will be able to log into Unifrog to check the progress of their placement AT ANY TIME to see if it has been signed off, and if not – see where the hold up is.</p>
March	One week of work experience

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	Using the Unifrog journal (online or paper version) to record their experiences.
End of March / April	<ul style="list-style-type: none"> • Students reflect on their work experience in tutorial. • Debrief and reflection continues in Life 360 lessons. • Students are encouraged to send thank you emails to the employer host.

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Key Stage 5 Programme Outline (Sixth Form Work Experience)

Year 12 Work Experience consists of five working days, usually split over two different weeks. This allows Year 12 students to either return to the same placement or try something new.

For the academic year 2023/2024 the Year 12 work experience is as follows;

Part 1 begins on Wednesday 31 January 2024 until Friday 2 February 2024 (3 days).

Part 2 begins on Monday 1 July 2024 until Tuesday 3 July 2024 (2 days).

Programme delivery

September 2023	<ul style="list-style-type: none"> • Work experience programme launched in Year 12 assembly delivered by the Head of Year for Year 12, students are introduced to the programme and the support that is available to them. • Students are made aware of the timescales. • Email is sent home to parents to give details of the work experience programme, advising of support available and timescales.
September 2023 – January 2024	<ul style="list-style-type: none"> • FOR PART 1 (and potentially Part 2) students source work experience placements and fill in the 'Student Initial Form' on Unifrog. • Support available on a 1:1 basis where required, i.e. interview to identify best placement for individual needs.
September 2023 - January 2024	Once the employer has completed their form, parental consent is obtained for part 1. Once this is received, school will check the details of the placement and give the final sign off.
January 2024	Part 1 of Year 12 work experience begins on Wednesday 31 January 2024 until Friday 2 February 2024 (3 days).
February 2024 to June 2024	<ul style="list-style-type: none"> • FOR PART 2 students source work experience placements and fill in the 'Student Initial Form' on Unifrog. • Support available on a 1:1 basis where required, i.e. interview to identify best placement for individual needs.
September 2022 to June 2023	• Placement details are confirmed by the employer and parental consent is obtained. School will then check the details of the placement before signing it off.

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July 2024	<ul style="list-style-type: none">• Part 2 of Year 12 work experience begins on Monday 1 July 2024 until Tuesday 2 July 2024 (2 days).
July 2024	<ul style="list-style-type: none">• Debrief and reflection in guidance lessons.• Students are encouraged to send thank you emails.

Preparation programme

Students are prepared for their work experience placement through an extensive programme of Life Lessons (key stage 4) or Guidance sessions (key stage 5). These lessons and sessions will cover all elements to prepare students including health & safety in the workplace.

Equal opportunities

Work experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to try activities, which would not normally lie within their scope of interest. This activity is very individualised and therefore very inclusive.

Roles and responsibilities

Governor



Headteacher



Assistant Headteacher



Careers Leader & Employer Engagement Manager

Our governors have responsibility for ensuring that we meet our requirements under the law for maintaining health and safety and curriculum requirements.

Our Headteacher is responsible for ensuring adequate resources are made available.

Our Assistant Headteacher is responsible for ensuring that the programme is developed and delivered in an integrated way across the entire curriculum.

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Our Careers Leader is responsible for all aspects of programme delivery including developing the learning programme.

Our Employer Engagement Manager is responsible for all communications with parents, and employers and for maintaining records of student placements, as well as ensuring health and safety and policy production.

Cross references

This entitlement statement has taken into consideration and has links with the following:

- Teaching and learning policy.
- Behaviour policy.
- Equal opportunities policy.
- CPD policy.
- Health and safety policy.
- CEIAG policy.
- HRSE policy.
- Assessment, recording and reporting policy – with explicit reference to career planning.
- Progress File and individual learning planning.
- Student support, guidance and welfare.
- Departmental policies and schemes of work.
- SEND policy.

Health and safety

Following the withdrawal of the DCC work experience service in July 2023, Eckington School now uses the Unifrog placements tool to administer work experience placements. The Unifrog placements tool is essentially a series of forms that lets schools / colleges check that the employer has the necessary insurance and policies in place. It also gives employers guidance to help them run a successful placement, and to make sure that their insurance and policies are all appropriate. It also makes it easy for a parent / carer to agree to the placement.

All placements taking place within school time must be processed using the Unifrog placements tool and ultimately signed off by the school. Any placement organised by a parent and taking place with an employer which does not go through the full process on the Unifrog placements tool will be deemed by the school and the trust to be unauthorised absence.

Health and safety issues are covered in the taught programme which all students receive.

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Safeguarding

Safeguarding and Work Experience

In the context of work placements, 'safeguarding' means keeping young people safe from physical, emotional or sexual abuse during the placement, and also for the employer to follow best practice in flagging concerns they might have that a young person is being abused, or is at risk of being abused.

Eckington School will give the employer information about how safeguarding concerns should be dealt with during the period of the placement, including sharing with the employer the contact details of the designated safeguarding person. This is given to employers on the employer initial form.

Employers are also advised that the employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people.

We remind employers that physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery.

If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, the employer must let the school placement coordinator know right away. Parents and carers must also let school know of any absences.

Employers are advised that if a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:

- Be open to listening and be non-judgemental.
- Not promise to keep anything secret.
- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the school placement coordinator and/or the school DSL. On the Unifrog placements tool, the employer placement lead is shown the school's safeguarding policy, including how to raise a safeguarding concern with the school.

Resourcing

An annual budget is made available for learning materials to support the programme. The Careers Leader is allocated management time for co-ordination of the programme. The Employer Engagement Manager has adequate time allocated.

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Employer Engagement Manager attends area work experience meetings which are managed by Unifrog.

Assessment, recording and reporting

The student work experience journal is used to set and review individual learning targets. This process contributes to the overall individual learning planning process in the school. Students use their Life 360 folders (or Building Futures folders in Year 12) to record learning resulting from work experience placements.

Monitoring and evaluation procedures

Monitoring and evaluation procedures will give the opportunity to: identify the strengths and weaknesses of the work experience programme, set realistic targets, assist in the identification of training needs, improve provision and raise standards. A variety of formal and informal activities will be used to ascertain the effectiveness of the work experience programme and the progress of individual learners. These will include:

- Feedback in the form of questionnaires.

Surveys and focus group discussions with staff, students, parents and external organisations (e.g. David Holloway Careers and The Careers and Enterprise Company).

The Employer Engagement Manager will contact all placement providers via email during the work experience activity. Vulnerable students are visited by the Employer Engagement Manager or Pastoral Support Assistant /Head of Year while they are on placement.

The evaluation forms are reviewed after the placement. Any gaps in the programme which have been identified as a result of the evaluation are considered in the planning of the programme for the following year.

Annual review

Review and evaluation of the work experience programme will take place on an annual basis in the summer term.

The entitlement statement will be reviewed annually to ensure that:

- it is still relevant.
- the content is appropriate to students' present and future needs and considers local and national developments.
- new initiatives and good practice are being developed.
- it is having impact on practice.

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- the original criteria for developing the entitlement statement has been met.
- it remains an effective management, marketing and communication device.

The review will involve the Careers Leader and Employer Engagement Manager.

A copy of this statement will be placed on the school Learning Platform and website.