

TADCASTER GRAMMAR SCHOOL



Toulston, Tadcaster,
North Yorkshire, LS24 9NB

WORK EXPERIENCE POLICY

February 2018
Approved by governors 28 March 2018

1. Students Eligible to Participate

- All students in Sixth Form are included in the work experience programme for one week of Year 12.
- All Year 11 students on the Vocational Learning Skills course will complete an extended work experience in order to achieve the ASDAN CoPE Qualification Levels 1 and 2, and the BTEC Work Skills Level 1 qualification.
- Extended placements both long and medium term, and bespoke short term placements can be organized for KS4/ KS5 students identified as requiring enhanced careers support. They can be identified for this by House Leaders, Key Stage Directors or the Careers Manager and will be approved by the Senior Leadership Team.

2. All placements are checked by NYBEP in accordance with Health and Safety regulations. All placements must be on the NYBEP approved list of employers.

3. Students are encouraged to find their own placements independently, although the work experience coordinator will place students from an established list of previously approved placements. Placements will be relevant to student's career interests as identified in Information, Advice and Guidance (IAG) discussions with the work experience coordinator.

4. If a student expresses an interest in a relevant placement which is not on the approved NYBEP list, the work experience coordinator will pass the details onto NYBEP for the relevant checks to be made. A student will not be placed with an employer without approval from NYBEP.

5. All students will be briefed prior to placement on what is expected of them on placement and current health and safety issues.

6. Each placement will be supported by a work experience log book/computer diary in which a record of the placement is kept. Employers are expected to complete an assessment of the work experience and a student report. Where possible a member of staff employed by the school will carry out a progress visit to the student whilst on placement and feedback in the agreed manner to the work experience coordinator. This will help inform the evaluation process.

7. The students review the placement in school through the information in the log book and the work experience debrief session.

8. Details of the work placement are kept by the school for future reference.

9. Work Experience is seen as an integral part of the whole school approach to the Careers and Tutor Programme for all KS5 students.