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# G D S T

## POLICY - WORK EXPERIENCE

<b>Policy owner</b>	Careers Coordinator (Miss L. Mickleburgh) and Deputy Head Academic (Mr M. Braybrook)
<b>Policy last reviewed</b>	September 2023
<b>Policy next review date</b>	August 2024
<b>Policy audience</b>	Staff and parents

### Rationale

There is a statutory requirement under Sections 42A, 42B, 45 and 45A of the Education Act 1997, Section 72 of the Education and Skills Act 2008 and Schedule 4 (15) of the School Information (England) Regulations 2008 “To build a world class careers system that will help young people and adults choose the career that is right for them”. As part of this programme and to ensure compliance with the eight strands of the [Gatsby Charitable Foundation Benchmarks](#) (launched December 2017), schools are to ensure that every student has “first-hand experiences of the workplace through work visits, work shadowing or work experience to help their exploration of career opportunities, and expand their networks” (DofE, Careers guidance and access for education and training providers - Statutory guidance for schools and guidance for further education colleges and sixth form colleges (July 2021 [Here](#))).

<b>Work Experiences</b>	This term refers to both Work Experience and Work Shadowing and is used as a descriptor for the whole opportunity
<b>Work Experience</b>	Specifically refers to a short unpaid placement in the workplace for untrained (in that area of work) individuals to gain experience

	of practicing (when appropriate) and observing the work in that environment.
<b>Work Shadowing</b>	Refers to the process whereby a person ‘shadows’ or follows someone in their work role for a period of time no longer than 2 days. For example ‘bring your child to work day’. They would not undertake any work related duties.
<b>Placement</b>	This is the environment and experiences that an individual will encounter for the purposes of education and training.

Norwich High School for Girls is committed to maximising the benefits for every pupil, in the development of a whole school approach to careers-based learning. We deliver “high quality, independent careers guidance in an impartial manner” (DofE, Careers guidance and inspiration in schools, 2017),

**Norwich High School Work Experience aims and objectives (Benchmark 6):**

- Every student has first hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploitation of career opportunities, and expand their networks.
- Every student has the opportunity to undertake a work experience placement by the end of Year 11 and at least one further opportunity by the end of Year 13.

**Management of Work Experience and careers-based Learning**

**Personnel:**

- Miss Lauren Mickleburgh– Careers coordinator responsible for the planning and delivery of careers-based learning.
- SLT, HODs and Section Heads support the Career coordinator in the planning and delivery of careers-based Learning.
- Form Tutors support the Career co-ordinator and HOY in delivering careers-based learning in relevant PSHE lessons.

- HODs and teaching staff support the Career coordinator in delivering careers-based learning in lessons when relevant.

## PROCEDURE

- Preparation will include support in the update of pupil's curriculum vitae on the Unifrog CV writing tool.
- The parent seminar and pupil assembly briefing will include reference to the relevance of work related learning to the curriculum, the supervision of pupils during work experience, aspects of Health and Safety and the pupils' rights and responsibilities with respect to all aspects of equal opportunities and how the Unifrog Placement tool will govern this process;
- Work Experience placements will be arranged by the pupils, with the support of their parents and the school, but must conform to the requirements of the 1974 Health and Safety at Work Act. Before a placement takes place, the school needs to be satisfied that the provider is competent to manage health and safety in relation to the placement. This will be conducted via the Unifrog placement tool with details [Here](#). All necessary insurance must be arranged and reference will be made to the GDST legal department where there are concerns;
- The co-ordinator and HOY will check that all placements are permitted by law and will check the associated occupational risk attached to the placement;
- Students should not be asked to work excessively long hours or unnecessarily unsocial hours;
- When in the workplace, the responsibility for a pupil's safety is taken on by the employer;
- Parents are fully informed of the purpose of and arrangements for work experience placements. Parents will be required to sign a virtual consent form. Where parents arrange placements, the placement will be treated in exactly the same way as any other in terms of checks – **UNLESS THIS TAKES PLACE OUTSIDE OF SCHOOL TERM**;
- During the placement, each pupil should be visited or contacted by a member of staff to ensure the placement is going well. It is appropriate to telephone but new placements should, if possible, be visited. Staff are expected to complete a brief google form and optional comment form on completion of their visit. This will be

collated the Careers Co-ordinator. Visiting staff will be briefed on how to conduct the visits. Any problems or queries will be dealt with immediately;

- The VI Form Careers weeks and tutor time programme allows for a thorough debriefing session where pupils will be encouraged to share their experiences and match them to their expectations;
- The debriefing will link to skills of employability such as further development of their curriculum vitae, the development of sound interpersonal skills and the development of good working practice;
- The suitability or otherwise of different work experience placements should be reviewed annually and the findings taken into consideration for the following year;
- Employers will be requested to give feedback on all placements via the Unifrog Work placement tool.

**The Careers Coordinator will seek to help individual subject staff and HOYs to:**

- ensure that every pupil in Year 10 has arranged a private 2-3 day work experience placement to commence in June/July of the academic year (BIG Skies week).
- use the Unifrog placement tool to see the progress of each student's work experience administration.
- meet with the HOY and ensure employers are compliant and meet the requirements of the 1974 Health and Safety at Work Act including the uploading of risk assessments, liability insurance and day to day running of the placement.
- ensure each pupil is visited or contacted by a member of staff to ensure the placement is going well. It is appropriate to telephone but new placements should, if possible, be visited. Further to this a Google form will be completed by the member of staff.
- ensure a thorough debrief and time for reflection once the placement has commenced.

**Staff Development**

The school provides opportunities for relevant staff to undertake appropriate professional development with the Head of Careers and Unifrog East of England Co-ordinator.

GDST Heads of Careers termly meetings virtually and at Trust.

**Policy Review**

The school policy on work related learning will be reviewed and monitored at various levels and at different times on an annual basis.