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*We are a pilgrim school and we journey with Mary to  
become the person God intends us to be.*

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*C Billington*

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## Sixth Form Work Experience Policy

### SECTION A

#### **Purpose**

The purpose of this Work Experience Policy pertains to work experience placements for sixth form students only (16 to 19 years old), due the difference in workplace and Enhanced DBS checks that would be required for pupils under the age of 16.

The school is committed to providing every young person with high quality careers guidance to help them make informed decisions about their future. It is accepted that good career guidance is also necessary for social mobility. In 2013, Gatsby commissioned Sir John Holman to set out what career guidance in England would be like if it were good by international standards, resulting in the Good Career Guidance report. The eight benchmarks set out in the report serve as a framework for improvement in careers provision and have been adopted as part of the Government's Careers Strategy and statutory guidance for schools and colleges.

#### **The Eight Gatsby Benchmarks of Good Career Guidance are:**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Work experience is a key component of 16 to 19 study programmes. The term work experience refers to all forms of work-related activity including work tasters, running a student enterprise, participation in social action, volunteering or a work placement taken with an external employer. It aims to give young people the opportunity to develop their career choices, get a first taste of work, and develop those critical employability skills needed for real working conditions. All students are expected to undertake work experience or work-related training as part of their study programme, and for some students it can be the core aim of the study programme. The fifth and sixth Gatsby benchmarks highlight the importance of ensuring students have encounters with employers/employees and experience of workplaces. For this reason, during Year 12, students have the opportunity to undertake a work placement with a suitable employer. It must be noted that this experience is not an isolated careers

outline the process of finding a suitable, high quality work placement and preparation for it  
explain the placement vetting process  
explain the reviewing of placements  
clarify the roles and responsibilities of stakeholders  
support the needs of SEND and vulnerable students  
explain how contact is maintained.

## **SECTION B**

### **Finding, Vetting, Finalising and Reviewing Placements**

1. The Work Experience Consent Form (Appendix A), this includes acknowledgement and agreement from the employer to the letter of understanding which pertain to issues in respect of health and safety in the workplace, safeguarding, and risk assessment
2. The Work Experience Employer Safeguarding Agreement (Appendix B)

Checks are made by the Work Experience Administrative Assistant that all paperwork for each student is completed, including that consent has been given by parents and that employer Public Liability Insurance details are recorded.

Checks are made to ensure that students are clear about expectations during the placement in terms of the following:

- the nature of the business or employer offering them the placement
- their role and responsibilities/duties
- days and hours of work
- duration and timings of breaks (including lunch breaks)
- the name and contact details of the person they will report to during the placement
- how to report an issue of concern (see section 4 of this policy)

Students may also be subject to Enhanced DBS checks if they are undertaking work in the care or education sectors with pupils under the age of 16.

### **Finalising Placements**

The Work Experience Administrative Assistant will ensure that all completed paperwork for each student is retained and filed within school and that details have been uploaded onto the centralised notebook system.

The Work Experience Administrative Assistant will telephone each placement to check details and

Students are guided through the process by the sixth form team in terms of a launch assembly, PDT and regular monitoring during form time. Prior to the commencement of placement, they should have a clear understanding of the following:

employer expectations, including days and hours of work, dress code, conduct,  
details about break times and lunch times

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In signing The Work Experience Consent Form (Appendix A) and The Work Experience Employer





There may be a need for funding relating to additional travel costs to the placement. Cases will be referred on an individual basis to the Senior Leadership Leader responsible for 16-19 funding.

## **SECTION F**

### **Contact and Support Visits**

Students should be visited while they are on work placement. The visit should be made by someone who knows the student and can assess their progress. The visit is important for assessing general welfare and the quality of supervision and experience provided by the employer.

During the visit, the following will be discussed:

- record of attendance
- joint review of attitude, and quality of work with student and employer in placement
- areas of celebration/praise
- issues of concern.

- phone calls

during the placement for vulnerable students.

Paperwork in respect of work experience placement visits will be filed in school, along with other retained documentation.

On rare occasions, it may be necessary for the early withdrawal of a student from a placement, either by the student, parental, school, employer or mutual request. In such instances, students would return to school, and the reasons behind the withdrawal would be investigated (if necessary) in line with school policies, and documented.

## Appendix A: The Work Experience Consent Form

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Appendix B: The Work Experience Employer Safeguarding Agreement

**Appendix B: Work Experience Employer Safeguarding Agreement**

protect employers, we require the completion of the safeguarding check list and declaration below. This documentation has been produced in line with the government document, ***Keeping Children Safe in Education***.

contact you to discuss this further and ensure the all necessary steps are taken to safeguard the student before agreeing to the placement.



