

POLICY

Wirral Grammar School for Boys



Policy	Work Experience Policy
Responsible Manager	Simone Wilson
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Approved By	Headteacher

Statement

This document details the aims and objectives, processes and responsibilities for the management of work experience placements for students in Y10 and Y12.

Gatsby Benchmarks 5 and 6 highlight the importance of encounters with employers and experiences of the workplace as vital elements of student development in terms of their own personal development and making informed decisions about their future pathways.

Commitment

In line with the Education Act 1996, we believe in providing students with learning opportunities which aim to equip them for adult life.

The Department for Education (DfE) definition of work experience is:

'A placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with an emphasis on the learning aspects of the experience.'

Wirral Grammar School for Boys strives to introduce students to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their school life. Work experience is an integral part of our Key Stage 4/5 programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum.

Work Experience Aims and Outcomes

Aims:

- Ensure that all students gain an understanding of the world of work
- Familiarise students with the expectations and routines of a work environment
- Offer insights into transferable skills and attitudes required by employers
- Provide development of key skills, including working with a range of people
- Encourage students to be creative
- Promote equality and challenge stereotypes

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- Develop a practical understanding of a range of issues within business

Learning Outcomes:

By the end of their placements, students should be able to:

- Understand the requirements and demands of the working world
- Demonstrate improved confidence in their abilities
- Assess their achievements, qualities and skills
- Show increased maturity, with improvements in motivation and self-confidence
- Offer a wide and varied experience base for future employers

Entitlement

Our students will receive:

Y10 - Five days of work experience appropriate to their learning needs

Y12 - Three days of work experience appropriate to their learning needs

- A learning programme designed to prepare them for the placement
- An opportunity to set individual learning targets for their placement
- A right to expect that all necessary health and safety precautions will be taken

Within the DfE SEND Code of Practice 2015 it is stated that schools are expected to raise the career aspirations of pupils with SEND and help broaden their employment horizons.

Section 8.28: 'Schools and Colleges should raise the careers aspirations of their SEND students and broaden their employment horizons. They should use a wide range of imaginative approaches, such as taster opportunities, work experience, mentoring, exploring entrepreneurial options, role models and inspiring speakers'.

Through our Work Experience Programme we will endeavour to ensure that **all students** are catered for and will support those who have been unable to secure their own placement.

The dates set for work experience will be made available at the start of each academic year
Hours of work each day should be no longer than 8 hours and must include ample rest breaks
Students will not be paid during this experience

Roles and Responsibilities

Staff:

We have a dedicated team who drive the Work Experience programme and coordinate related activities for our students.

Work Experience Coordinator, Administrator, Heads of Year and Form Tutors:

- Mrs K. Byrne is the Work Experience Coordinator, supported by administration personnel
- Heads of Year and Form Tutors will conduct regular check-ins with students to ensure they have completed relevant documents and are adhering to deadlines set

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- Staff will brief students through a preparation programme to support them through the process
- Staff will communicate with parents regarding relevant deadlines

Where students are struggling to secure a placement, staff will support in finding a suitable employer. However, this may not be linked to their areas of interest.

Other named staff who will support the Work Experience programme:

Governor Link - Mr P. Reilly

SLT link: Assistant Headteacher (Head of Sixth Form) - Mrs L. Ahern

Careers Progression Manager - Mrs S. Wilson

Y10 and Y12 teaching staff and other nominated staff will:

- Make contact with the employer prior to visiting via email/phone call to schedule their visit
- Conduct a monitoring visit for the group of students to whom they are allocated
- Complete a placement check-in by telephone if a monitoring visit is not feasible
- Complete a During Placement Check-In on Unifrog for all allocated students
- Inform the Work Experience Coordinator of any concerns

Useful Links:

[How to coordinate a successful Placement programme](#)

[How to use the Unifrog Placements tool](#)

[How to use the Basic and Advanced views to track Placement progress](#)

[During Placement check in questions](#)

Students:

- Secure their own work experience placement
- Enter the employer and parent/carer details via the Student Initial Form on Unifrog, including their objectives for the placement
- Engage in all preparation activities provided by school or by employer prior to their placement
- Agree to attend the placement punctually, with the correct equipment, clothing and attitude
- Take responsibility for their personal property; there is no automatic cover for loss or damage of property during the work placement
- Work towards personal objectives set throughout the placement
- Complete the student reflection section on Unifrog after their placement
- As appropriate, thank their employer for the opportunity

Useful Links:

[Find Work Experience as a Student](#)

[A guide to placements/work experience](#)

[How to use the Unifrog Placements tool](#)

[Questions asked in the Placements tool \(pre and post Placement\)](#)



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Parents/Carers:

- Support their child/children in finding a suitable placement
- Provide consent and supply relevant contact and medical information via the Parent/Guardian agreement on Unifrog
- Ensure safe travel to and from the placement, covering any travel costs
- Notify the school **and** employer of any absences

Useful Links:

[Work experience: How it can help students](#)
[Helping Your Child Gain Work Experience](#)

Employers:

- Undertake a meaningful, positive placement for the student/s
- Ensure student/s induction, including health and safety regulations, is completed on Day 1
- Provide relevant contact details and supply Employer Liability Insurance* details via the Employer Initial Form on Unifrog
- Agree to safe practices; complying with safeguarding, GDPR and HSE regulations**
- Ensure there is a named supervisor for student/s to liaise with throughout the placement
- Provide a programme of activities to include practical tasks and work shadowing
- Notify the school, immediately by telephone, of any accidents or ill health on placement
- Complete the Employer Review Form on Unifrog at the end of the placement

*Wirral Grammar School for Boys **will not** endorse a placement where the employer does not hold Employer Liability Insurance

**Young people on placement are considered the same as normal employees, so normal policies apply. Ensure risk assessments cater for those who may not be familiar with a workplace as per HSE guidelines

Useful Links:

[Young people at work - work experience - HSE](#) including advice on risk assessments and insurance
[How to safeguard work experience students effectively | ISE](#)
[Data Protection and GDPR in the Workplace | Factsheets | CIPD](#)
[Work experience for children and young people - Wrigleys Solicitors LLP](#)

Implementation

Preparation Programme:

- Work experience is launched to parents and students in the Summer Term of Y9/Y11
- Further details and guidance are provided during form time and assemblies in Y10/Y12
- Students are expected to find their own placement which must be confirmed either verbally or via email with the employer **before** logging any details on Unifrog
- Unifrog will be used to log placement details (please see Appendix A) and outline learning objectives
- The Work Experience coordinator, Heads of Year and Form Tutors will regularly monitor progress and will contact parents/carers in the case of student non-engagement



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During the Placement:

- Students will engage in a well-structured programme of activity and may receive the opportunity to shadow a range of employees
- Students will receive a visit, where possible, by a member of staff from school
- Phone call check-ins will be made if a visit is not possible

Reflection:

- Post-placement, employers are required to complete an Employer Review on Unifrog
- Students are also expected to complete their Student Reflection on Unifrog

Monitoring and Evaluation including staff CPD

As we work towards the Quality in Careers standard, our Careers Education programme is being constantly evaluated and improved. This will include evaluation of our work experience provision. The work experience programme will be monitored on a regular basis through line management meetings. Compass+ will be updated throughout the year to reflect the percentage of students that are successfully engaging in meaningful work experience placements. We encourage staff, students, parents and employers to provide feedback to evaluate our provision. This will take place via the reflection forms on Unifrog and through the annual Careers evaluation that is distributed.

Staff CPD is offered to relevant staff as opportunities arise. We have a good working relationship with Unifrog who will support staff CPD needs with the Placements Tool and other aspects of work experience required through the platform.

CPD helps to support our overall school improvement plan. Key staff within the Careers and work experience team attend regular meetings with other local schools to ensure that we are kept abreast of new initiatives and to share good practice.



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APPENDIX A

The use of Unifrog to collate Work Experience placements

We use the Unifrog Careers Platform to collate all student work experience placements

Students will be shown how to log their placements on Unifrog in school

This covers a 7-stage process using the Placements Tool: [Placement - Student - Unifrog](#)

Pre-placement:

Stage 1

Student completes the Student Initial Form, providing employer and parent/carer details. They will also outline their personal targets for the placement

Stage 2

Employer receives student request via email and completes the Employer Initial Form, providing relevant contact and insurance details. Employers will also confirm to abide by relevant safeguarding, health and safety and GDPR regulations

Stage 3

Parent receives confirmation from employer via email and completes Parent/Guardian Agreement providing consent and outlining and special needs or medical requirements that may affect the placement

Stage 4

School receive and review all details and will confirm the placement by completing the Permission form. A confirmation email will also be sent to the student/s

During placement:

Stage 5

Student attends placement and is visited by a member of staff who will complete a During Placement Check-In providing main discussion points following meeting with the employer and student/s

Post-placement:

Stage 6

Employer is asked via email to complete an Employer Review Form

Stage 7

Student is asked via email to complete a Student Reflection Form