

WORK EXPERIENCE

WHY DO WE HAVE THIS POLICY?

In line with government guidance it is the policy of Notre Dame Catholic College that all pupils regardless of their race, class, gender, faith or special educational needs shall be given the opportunity to access up to 5 days work experience during Key Stage 4 and Key Stage 5. Work experience on employers' premises helps to prepare pupils for the opportunities, responsibilities and experience of adult life. The experience focuses on the personal development of pupils rather than specific career choices. In Year 12 pupils will have the opportunity to carry out a sector specific placement.

PURPOSES

- ❖ To offer pupils, whilst they are in education, a practical experience of the circumstances in which adults work and which young people can relate to their studies at school.
- ❖ Practical learning opportunities and work experience are requirements for all pupils studying certain vocational courses.
- ❖ To be made aware of the needs and value of the local community and local employers.
- ❖ To understand the rights and responsibilities of both employer and employee.
- ❖ To develop a realistic view of their work potential.
- ❖ To gain a real insight into the employment opportunities available.
- ❖ To appreciate the economic profile of Liverpool and realise how this effects employment across the region.
- ❖ To develop an appreciation of the need for adequate health and safety precautions in the workplace.
- ❖ To recognise the implications of gaining relevant qualifications.
- ❖ To prepare for the transition from school to adult life.
- ❖ To develop flexibility to cope with future changes.
- ❖ Work experience is a learning experience supported by the whole school community. All staff are involved in promoting the correct attitude and atmosphere so that pupils appreciate its value and worth as a school learning activity.
- ❖ Work experience supports school life at Notre Dame Catholic College. It gives strength and purpose to subject areas such as English, PSHCE, mathematics, technology, ICT and vocational areas e.g. Business Studies and Health & Social Care.
- ❖ Work experience is important in the development of transferable key skills such as communication, numeracy and ICT.
- ❖ Work experience gives pupils an opportunity to broaden their experience, to make them more mature and open-minded while

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breaking down stereotyped ideas of the workplace and career opportunities.

- ❖ Work experience aims to encourage pupils to return to school with renewed vigour whilst encouraging independence and the will to go forward and succeed.

HOW DOES THE SCHOOL RESPOND?

- ❖ All work experience placements are vetted by Liverpool Compact EBP.
- ❖ All own placements are checked for health and safety purposes by Liverpool Compact EBP and insurance checked before placements start.
- ❖ A designated Work Experience Co-ordinator works with Liverpool Compact EBP to monitor the quality of the placements.
- ❖ Work experience briefing and debriefing are integrated into PSHCE in Key Stage 4 and Key Stage 5.
- ❖ Pupils are encouraged to take work placements connected to their courses of study.
- ❖ Pupils are given guidance through personal interviews, classroom based tasks, assemblies and visiting speakers.
- ❖ Pupils are properly prepared and briefed on the hazards of the workplace and the control measures provided to reduce or eliminate risk of injury.
- ❖ Steps are taken to ensure that pupils on placement are not asked to work excessively long hours. **Working Time Regulations 1998 (SI 1998 No.1833).**
- ❖ All pupils are visited on work placement by school staff.
- ❖ Pupils receive support from named supervisors in the workplace.
- ❖ Work experience is carried out in accordance with the school's equal opportunities policy. Pupils with disabilities have access to speciality advice and receive extra individual advice on available placements.
- ❖ Pupils are encouraged to consider non-traditional roles.
- ❖ The programme is reviewed annually.

CONCLUSION

The school works closely with Liverpool Compact EBP to ensure a quality experience for pupils at all stages of the planning, briefing, debriefing and actual placement processes.

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