

Careers and Work Experience Policy



Undershaw

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At Undershaw we understand the importance of good career guidance and facilitate opportunities for our students to explore a variety of options that will enable them to fulfil their potential and future career aspirations. We provide students with a relevant and engaging careers curriculum which meets the differing needs and requirements for our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths, skills and aspirations.

Aims and Purpose

- To prepare students for the transition to life after Undershaw
- To support students to make informed decisions which are appropriate for them and their individual needs.
- To provide students with well-rounded experiences throughout their school life
- To facilitate opportunities to develop life skills such as communication, independence, resilience and social skills
- To inspire and encourage students to develop as individuals and to aspire to become socially and economically engaged and have fulfilling lives

Introduction

The school is committed to Careers Education as a vital means of giving all students the skills, knowledge and understanding to manage their own lifelong learning and career development. Careers Education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. Careers Education will both compliment and integrate with Personal and Social Development. Emphasis will be upon impartial, confidential and informed advice, delivered within a framework of Equal Opportunities.

Work Experience

The DfES has defined work experience as:

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

Work experience is governed by the Education Act, 1966 (as amended by the School Standards & Framework Act, 1998). Under this legislation, the main features of work experience are:

- only students in their last two years of compulsory schooling, or students taking post-16 courses are eligible
- placements occur on employers' premises
- a placement can vary depending on the school year and the curriculum the individual student is following

Work Experience is, for many young people, the first opportunity they have to experience at first-hand what it is like to be in the workplace. It is a valuable and essential part of their education and provides opportunities to learn about skills, work structures, duties and responsibilities that exist within organisations.

Employers value work experience because it helps young people develop interpersonal and employability skills and become more aware of how workplaces function. The value of a work placement is, that by putting students into real work place situations, they start to have an awareness of many aspects of working life which can be extremely difficult to convey in a classroom setting.

Many of the skills that employers want from their employees can be developed, refined and evaluated during a work experience placement. These are the 8 essential skills as outlined in the Skills Builder Programme.

- Listening
 - The receiving, retaining and processing of information or ideas
- Communicating or Speaking
 - Ability to share information or ideas through effective communication
- Problem Solving
 - The ability to find a solution to a situation or challenge
- Creativity
 - The use of Imagination and the generation of new ideas
- Staying Positive
 - The ability to use tactics and strategies to overcome setbacks and achieve goals
- Aiming High
 - The ability to set clear, tangible goals and devise a robust route to achieving them
- Leadership
 - Supporting, encouraging and developing others to achieve a shared goal
- Teamwork
 - Working cooperatively with others towards achieving a shared goal

Aims and Objectives – Post 16

1. **Self-development** – to increase self-awareness and gain confidence in making decisions and choices concerning education, training and work. Students need to be able to assess their strengths, limitations and potential to facilitate sensible decision-making.
2. **Career exploration** – to access and examine sources of information so that they are aware of the range of courses and progression routes open to them at 17+. This will involve group and individual guidance.
3. **Transition** – to prepare for the move from school to continuing Education, training or employment.
4. **Aligned accreditation** such as BTEC qualification and AQA units to open up vocational curriculum experience for learners.

Aims and Objectives - Work Experience

Work experience placements offer many benefits and learning opportunities, not only for the students who take part in the scheme, but also for the employers.

Students:

- the chance to practice knowledge and skills learnt in the classroom and other work place settings
- better understanding of how organisations work and what a work environment is like
- exposure to ‘real’ work can help students have a more mature attitude to work and increased aspiration
- greater awareness of the range of opportunities within an organisation

Employers

- understanding changes in educational courses and qualifications
- promotion of their organisation to potential future employees

- opportunities to develop the skills of staff who act as mentors, coaches and supervisors
- ability to contribute to the development of young people and to the local community

Further supporting documentation:

The following supporting documentation is available

- Parental Information Letter
- Employer Placement / Agreement Form
- Work Placement Health and Safety Induction
- Risk Assessment
- Health and Safety Policy Form
- Record of Work Experience

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