



# Work Experience Policy

Reviewed: 22.03.2019 | Next date for review: 01.03.2020

## Background

The programme provides work based learning opportunities to pupils and aims to build on work related projects such as mini-enterprise. As with most other programmes of study, there are good opportunities to integrate other important areas of the curriculum. It is likely that communication and literacy, numeracy and ICT will all be heavily incorporated into any vocational studies and careers work.

It is important for pupils in the 14-16 age range to be given the opportunity to discuss and explore in detail the world of work and/or be given the opportunity to experience aspects of this in ways that will make the experiences relevant to them. This will also form part of the student's study towards ASDAN Certificate (or Award) of Personal Effectiveness.

## What are the aims of Work Placements?

Work experience may take place for a one or two week period or for days or half days over a short agreed period at any time during the school year. During this time pupils will attend a place of employment where they will experience first hand, but unpaid, the world of work.

This will help them to understand:

- Working alongside someone in a work situation
- Learning about equipment used in the workplace
- Following routines and schedules of the working day
- Following instructions in a work situation
- Using tools and equipment in the workplace
- Communicating and interacting with colleagues
- Working independently or as part of a team
- Self-assessment and keeping a record of progress
- Identifying health and safety measures and hazards in the workplace
- The routine of a normal working day or shift



- An unfamiliar situation involving working with people of different backgrounds and ages

## **Procedures and Practice**

The placement will be chosen by the Work Experience coordinator in conjunction with the Student. All placements are carefully monitored by Running Deer staff, including the Risk Assessment procedures. Checks will be made to ensure the work experience placement has an appropriate risk assessment, taking into account the needs of the student, and have the associated insurance and Health and Safety policy in place. A briefing is held with the supervisor responsible to outline the particular needs of the student. The student will be shadowed at all times by a member of Running Deer staff.

Parental approval is required by law for all placements. Parents/carers must sign an acceptance form before commencement of placement.

Pupils will be briefed on Health and Safety at Work procedures and will be inducted by the Employer on these procedures. The student must agree to observe all safety, security, safeguarding and any other instructions given by the school/employer, and also not to disclose any information confidential to the employer obtained during the placement.

The student will keep a record of their experiences for recording and debriefing purposes.

The employer will provide an end of placement report and the student will review their progress at the end of the placement alongside a Running Deer case worker or the Work Experience Coordinator.

The Work Experience Coordinator and the employer work very closely together to ensure that the duties offered individual pupils are appropriate to their ability and health and safety. Staff from Running Deer will visit the placement to ensure the employer is adhering to this agreement and not providing any other duties outside of the agreed contract. A placement may be extended through agreement by all the parties and if it does not impinge upon the curriculum entitlement of the student.

The school and the Employer reserve the right to terminate the placement if any student is deemed to have behaved in an inappropriate manner or the placement is no longer considered appropriate.

## **Contact Running Deer**

Running Deer CIC, Butterdon Wood, Moretonhampstead, Exeter TQ13 8PY

Telephone: 01647 400201 | Email: [info@runningdeer.org.uk](mailto:info@runningdeer.org.uk)

Website: <https://www.runningdeer.org.uk>