

# Work Experience Policy

## Policy Statement

IBSB will ensure that all Work Experience students are placed in a safe and healthy working environment so far as is reasonably practicable by taking the following measures:

- Ensure that they have been made aware of and have understood the relevant hazards of the job in which they are being trained and are aware of the controls required to reduce the risks to an acceptable level.
- Ensuring compliance with Health and Safety legislation including that which is specific to young persons and the working time directive.
- Making the placement provider and work experience student aware that the student is legally an employee during the time of placement.
- Ensuring the student is suited to the placement on offer.

## Introduction

Work Experience is a 'a placement on employer's premises in which a student carries out a particular task or duty, or a range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.' (Work Experience: A guide for employers - Department for Education and Skills - 2002). All years 10, 11, 12 students undertake a one week work experience at the end of 3B term. This is an integral part of the careers education guidance programme at IBSB.

## Aims and Objectives

To enable students to:

- Gain experience of the world of work
- Try out a particular job or career
- Discover something about their skills, preferences and talents
- Develop relevant qualities including, initiative, assertiveness, independence, confidence, respect for others, the ability to compromise and negotiate
- Understand more about work-related issues e.g. health and safety, equal opportunities, business organisation
- Develop presentation, interview, communication and decision-making skills
- Relate their own education/IGCSE/AS/AL subjects to the world of work.

## Roles and Responsibilities

The Work Experience team is responsible for the overall organisation, planning and evaluation of the work experience programme. Students are responsible for conducting themselves in an appropriate manner during work experience.



## Employers

Most of the employers used are selected from the IBSB parents, though additional placements may be set up through staff's contacts. They receive an "IBSB Work Experience Guide for Employers" from IBSB, which is based on the UK government document - Work Experience: A guide for employers - Department for Education and Skills - 2002.

## Content/ Resources

The work experience programme includes:

- Selection of placements
- Contact with employers
- Preparation of students [Work experience Booklet]
- Contact with parents
- Staff visits and/or telephone interviews
- Debrief/follow-up

The work experience team are available for student consultations.

## Health and Safety

All students are briefed on the necessary Health and Safety issues including first aid and emergency procedures. Staff visiting students also monitor health and safety in the work place.

## Feedback, Evaluation and Review

Students fill in a review form and feedback their experiences. Employers are thanked in writing, invited to make comments and encouraged to award a readymade school work experience certificate and letter of recommendation.

