



WORK EXPERIENCE POLICY

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VERSION CONTROL

Version	Date revised	Author/reviewer	Section / page no. changed	Summary of change(s)
2.0	April 2024	AMZ	All	Whole policy reviewed and updated

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1. Introduction

Work experience forms an integral part of the Careers, Education, Information and Guidance (CEIAG). St Brendan's College recognises the value and impact a high-quality work experience placement or volunteering project can have on a student, contributing to the overall study programme and enhancing progression and positive destination prospects.

2. Purpose and scope

Our aim is to ensure that all students benefit from purposeful, planned work experience or work-related learning activities which will help them to develop key employability skills, make informed decisions on future careers or study options and which will demonstrate their potential to future employers or universities.

This policy refers to experiences undertaken by St Brendan's students and does not extend to any work experience requests we receive from external applicants.

3. Using this policy

The Careers Education Information, Advice and Guidance Policy is underpinned by the eight Gatsby Benchmarks listed in the 2014 [Gatsby Foundation Report, 'Good Career Guidance'](#), as the required standard for good CEIAG within colleges.

As part of a personalised approach to careers in the curriculum, the college will create suitable opportunities for work experience and work-related learning by establishing networks and initiatives that link careers and education (Gatsby Benchmarks 4, 5 and 6).

The college will work with students to identify the most appropriate types of experience(s) to meet their learning needs. This experience includes, but are not limited to:

- Formal placement which forms part of an accredited course
- Block work experience for a fixed duration
- Regular work experience over an agreed period
- Volunteering or social action project
- Shadowing
- Career Insight Day / Programme

4. Definitions

For the purpose of applying the provisions contained in this policy, the following definitions will apply:

Term / acronym	Definition
CEIAG	Careers, Education, Information, Advice and Guidance
Work experience	An opportunity for a student to work on tasks that are likely to be included within [specific] job role(s)
Work-related activity	May include insight events and mentoring on career-related skills and competencies
SEN	Special Educational Needs

EHCP	Education, Health and Care Plan
GKN	Guest, Keen & Nettlefolds (British Global Engineering Company)

5. Duties and Responsibilities

Careers Team will;

- Network with local and national employers to create progression opportunities for all year groups.
- Ensure that all work experience placements provide public liability insurance.
- Ensure all work experience placement give full details in relation to activities.
- Ensure all students are safe on work experience.
- Ensure all employers are informed of St Brendan's safeguarding policy and provided with the Employers Safeguarding Handbook.
- Promote purposeful and meaningful work-related learning in and out of the classroom.
- Help students gain new skills and knowledge through in-person and virtual experiences.
- Provide meaningful work-related learning SEN, EHCP, and High Needs students.
- Guide students towards impactful world-of work experience when related to vocational study programmes.
- Enable first-hand experience with teamwork, communication and commercial awareness.

Curriculum and Careers Team will;

- Agree the dates for work experience and communicate those dates to staff and students.
- Agree the format of any work-related learning activities and ensure that any trips or external speakers are relevant and approved in line with appropriate college policies.
- Incorporate work experience in the curriculum planning process to take account of the needs of students and employers in the context of local, regional and national skills needs.
- To help students develop their understanding of how careers are linked to the curriculum and to develop a greater understanding of the workplace.
- To ensure the curriculum offers students the knowledge and skills that reflect the needs of the local, regional and national context.

Teachers, Inclusive Learning and Progress Tutors will;

- Be fully aware of the importance of work experience and promote these benefits to students.
- Arrange relevant work-related learning activities and ensure all activities are approved in line with college policies.
- Inform students in advance when they will be undertaking work experience.
- Issue students with the relevant work experience documentation.

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- Consider any students with learning difficulties and disabilities when arranging any work experience placements or work-related learning activities.

Parents will;

- Complete the Parental Consent Form and return this to the college prior to the start of any work experience placement.

Employers will;

- Agree the roles and responsibilities between the employer, the college and the student.
- Be aware of the principles of 'meaningful' work experience, e.g. purposeful, offers challenge, structured, supervised etc.
- Understand the capability of the student, so expectations are managed.
- Understand their responsibility for evaluating each student's performance and providing a reference at the end of the work experience placement.
- Complete the appropriate Employer Health & Safety documentation and return this to the college prior to the start of any work experience placement.
- Read the Employer Safeguarding Handbook informing them of the processes to follow in the event of a safeguarding or Prevent concern.
- Inform the college of any safeguarding concerns with immediate effect and provide information on student attendance, punctuality and performance.

6. Work Experience and Work-Related Activities

6.1 Organisation of placements

The Careers Team will be the first point of contact for all students and placement providers. Students are expected to play a key role in organising their own placement. This arrangement supports the students as it encourages them to use the initiative to find suitable placements, to make contacts with employers and communicate with adults about issues to do with work experience. St Brendan's will advise and oversee the process.

6.2 Opportunities

The Careers Team works with a broad range of employers and organisations who offer students the opportunity to apply and take part in work experience. Students will be informed of these opportunities through the Careers Bulletin and Teams page. These opportunities are accessible to any student although some will have specific criteria. The college has programmes running with the following organisations;

- Lloyds Bank
- Burges Salmon
- Yeo Valley
- Wessex Water
- Osbourne Clarke
- Mott MacDonald
- FareShare
- Bristol City Leap
- Soil Association
- Hoare Lea

- Let Us Grow
- Bishop Fleming
- Broadway
- Avon Wildlife Trust
- Boston Tea Party
- AON
- KMPG
- Synoptix
- British Heart Foundation
- HRMC
- BT Group
- Just Eat
- University of Bristol
- GKN
- Keynsham Town Music Festival
- Michelmore LLP

6.3 Skills Development

Students who take part in work experience or work-related activities will be able to develop a range of skills, including but not limited to;

- Personal effectiveness such as confidence, motivation and identifying strengths and areas for development.
- Career readiness including improved career exploration skills, understanding career progression pathways and preparedness for transition into adult life.
- Consolidating the link between curriculum and careers.
- Improving educational outcomes including attendance, punctuality, achievement and progression into a sustained destination.

6.4 Students with Special Education Needs and/or Disability (SEND)

It is the responsibility of all staff to actively promote work experience and work-related opportunities to all students, ensuring that students who have any Special Educational Needs including mental health difficulties or other identified support need are encouraged to participate. For those students with an Education Health Care Plan (EHCP) all services and parties who are involved with the student would be involved in the planning of this.

Where Assistive Technology or other strategies would enable access to work experience, the college will work with the employer, student, parent/carer and Inclusive Learning Team as part of the experience planning process for the individual student.

6.5 Student Expectations

There will be an expected standard of student conduct and behaviour required to access work experience and work-related activities. This will include reference to overall attendance, high levels of student engagement and commitment to developing employability skills. Students must be fit to study and work and ensure that they behave in a professional manner whilst on work experience and uphold the positive reputation of the college.

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Students must complete the necessary work experience documentation within agreed deadlines and pass these to the designated member of college staff to ensure the placement starts timely.

It is the responsibility of St Brendan's College staff who are involved in arranging work experience and work-related activities, to ensure that general regulations surrounding such activities adheres to both the Health and Safety and legislative requirements.

The St Brendan's College policy relating to Student Behaviour sets out the standard conduct and attendance expected of its students.

St Brendan's College reserves the right to postpone or withdraw access to work experience and work-related activities, following discussions with the student, and parent/carer where the student is under 18 years old. Alternative arrangements may be put in place until such time where the student reaches the expected level of attendance and conduct to meaningfully benefit from an external placement.

Complaints received regarding student conduct or attendance which occur during a placement will be followed up in line with the Student Behaviour policy, and the Careers Team will liaise with the employer or third-party organisations to ensure that future opportunities for St Brendan's College are not compromised.

6.6 Safeguarding and Health and Safety

The St Brendan's College Safeguarding team will ensure the Colleges duties are extended to work experience, including PREVENT as part of its safeguarding activities. An Employers Handbook is provided to all employers setting out the process and key contacts in the event of a safeguarding concern or disclosure.

Work Experience placements are governed by the Management of Health and Safety Regulations 1999; this places the responsibility for the health and safety of all employees, including work experience students with the employer. (Appendix 1 provides detailed guidance on the structure and safety aspects of a work experience placement.)

St Brendan's will work closely with all partner employers and third sector organisations to ensure the following is completed prior to a St Brendan's College student undertaking a placement:

- Age-appropriate risk assessment
- Employer liability insurance
- Public liability insurance
- A written health and safety policy where the organisation has more than 5 employees

7. Equality Impact Statement

We are committed to ensuring that, as far as is reasonably practicable, the way we provide services to our students and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds of any of the protected

characteristics defined by the Equality Act, which are age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We will endeavour to make reasonable adjustments to accommodate any individual with particular equality and diversity requirements in implementing this policy and procedure.

8. Further information

9.1 External information

Relevant legislation and statutory requirements that have been taken into consideration for this policy include:

- Ofsted's Education Inspection Framework
- Good Career Guidance – Gatsby Benchmarks (January 2018)

9.2 Internal information

Local policies and procedures that have been taken into consideration for this policy include:

- Attendance and Punctuality Policy
- Student Positive Behaviour Policy
- Safeguarding Policy
- Supporting Young Carers Policy
- Supporting Children in Care Policy
- Careers, Education Information, Advice and Guidance Policy
- Fitness to Study Policy
- Health and Safety Policy

9. Policy review

This policy will be reviewed every three years from the date of approval.

The policy may be reviewed at an earlier date, if necessary, for example, to update it in line with changes in legislation, organisational development or good practice.

Any individual who has queries regarding the content of this policy or has difficulty understanding how this policy relates to their role, should contact the Policy Author.

Appendix 1 Work Experience Guidance for Employers

Legal Requirements

There are certain requirements in place to ensure the safety of all parties involved in a work experience placement. "Health and Safety at Work" The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be 'employees' for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an 'employee':

- To take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- To co-operate with the employer and to follow instructions on Health and Safety.
- Not to interfere with or misuse anything provided for their health, safety or welfare.

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement.

Working Time Regulations

Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers stating that they may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours. The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.

Risk Assessment

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, considering the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement.

The employer should be informed of any medical conditions, learning difficulties or disabilities the student has, which could result in an increased risk to the student or an employee's health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

Employer's and Public Liability Insurance

Employer's Liability Insurance covers the firm's legal liability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not

attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

Safeguarding and Prevent

The employer is responsible for the welfare of the student during a work placement and must ensure that any safeguarding concerns are reported to the college's designated safeguarding lead as soon as possible.

Employers should ensure their employee's relationships with young people on work experience are appropriate, and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought.

Work Experience Duties

Students will carry out meaningful work in accordance with the agreed duties for their placement. A responsible person will plan the work and be designated for the welfare and supervision of the student during the period of the placement.

Students should not expect payment for work experience placements or work-related activity, although the employer may choose to reimburse students for travel and other costs. The employer will consider any relevant information relating to a student's medical condition, learning difficulty or disabilities. This is support any reasonable adjustments being made to the placement such as working hours and tasks assigned.

All tasks asked of the student will conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the Education Act 1996) and any other statutory obligations to the student will be observed.

Health, Safety, Welfare and Security

The employer must recognise that a student on work experience placement is to be regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. A current health and safety policy must be in place which demonstrates compliance with the provisions of the Health and Safety at Work Act 1974 and its relevant statutory provisions.

At the start of the work placement, the employer will provide students with a health and safety induction, which will include workplace hazards and their control, fire, emergencies, first aid, accident reporting and security arrangements.

Students will not carry out work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the student's health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.

Where appropriate, students will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE) and its use will be enforced.

The employer will notify the parents/guardian and College, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the student's work placement. When appropriate, the employer will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981).

Checking the Placement for Health & Safety

The member of college staff checking the site of the placement needs to ensure that:

- The employer has assessed the risks to the student.
- The employer has put into place any control measures arising from the risk assessment.
- All required prohibition and restrictions to the student have been identified.
- The student will be competently supervised.
- There is a designated person to take overall responsibility for the student.
- The student will receive an induction and ongoing information and training as required by the risk assessment.
- The employer will provide any PPE that is required and ensure its proper and effective use.