

De La Salle College



Work Experience Policy

Compiled by: The Head Master	Date: July 2014
Policy Holder: Andrew Woodward	Revision date: July 2017

Introduction

Every student at De La Salle College will have the opportunity to have a Work Experience placement during Year 10. The College sees this as an important part of the Year 10 curriculum. The school works in conjunction with the Trident office and the Education Department, who manage the placement of students with approved work experience providers.

In addition, members of our Sixth Form are encouraged to apply for a work placement where this is seen to be useful in deciding their choice of course at Higher Education or to be supportive of their application. Students who may be seeking employment after A Levels will also be encouraged to apply for a work placement in order to acquaint themselves with local opportunities. Placements for Sixth Form students will be organised independently following an application to the school for time to do so. Placements must be Trident approved placements with regard to both suitability and health and safety. Sixth form students may also complete a Work Experience placement organised by Local Professional bodies. These schemes are Trident approved and are currently operated by Jersey Finance and the Jersey Institute of Directors.

Aims of our Work Experience Programme

To provide students at De La Salle College with the opportunity to:

- learn new skills
- learn to organise their time effectively
- develop their organisational skills
- learn how to adapt to a new environment
- meet new people
- accept responsibility
- become more independent
- build self-confidence
- gain an insight into the general requirements of employers
- make useful contacts
- prepare themselves for the opportunities and responsibilities of adult life
- prepare themselves for the transition from education to work

Objectives

Work Experience placements should be regarded as a means of achieving as many of the following learning outcomes as possible.

Students will be able to offer evidence of Key Skill performance in:

- communication
- application of number
- IT
- working with others
- problem-solving
- improving own performance

They will also be expected to grow in their understanding of the following work related issues:

- Health & Safety, industrial relationships, citizenship, equal opportunities...
- The organisation of the adult working day
- The requirements for entry to particular areas of employment and professions
- The value of specific vocational skills
- Factors which might determine career choice

Students will also use work experience as a vehicle for supporting their work in other areas of the curriculum or other fields defined and encouraged by the school.

Organisation

All placements will be established via the Trident office and with regard to the school's own Health and Safety Policy.

Work Experience at all levels will be given a high status within the school, both by Senior Managers, associate staff and by teaching staff in their individual classes and during placement visits.

In Year 10

- Work Experience is arranged with the Trident office and overseen by the Assistant Head Master who carries responsibility for its management at De La Salle College.
- The employer's duty in terms of Health & Safety, insurance, induction and activities to be undertaken by the student will be established by the Trident office. Parents will be consulted about the placement and their consent obtained. It is hoped that parents will be proactive in offering or identifying suitable placements in order that the Trident office can make the initial contact and build up a portfolio of suitable Work Experience opportunities.
- Time will be given in the curriculum as part of the Careers programme for the preparation of the students prior to the placement, to include matters of Health & Safety and for a debriefing after the placement has been completed to include an evaluation of their experience.

- The Work Experience programme will be reviewed regularly in order to identify areas for improvement.

In the Sixth Form

- Placements are encouraged and will be arranged by the student upon request of permission to do so. The Assistant Head Master will be responsible for the management of Sixth Form students who opt to undertake a Work Experience placement. The Employer will be inspected by the school to ensure compliance with accepted Health and Safety (HSE) standards, which will be recorded by De La Salle College.
- Parental permission for all placements will be secured.
- Employers and students will be asked to fill in a 'feedback' form on completion of the placement, to include issues of Health & Safety and induction which will be recorded on the student's personal file. Wherever reasonable, the student will be visited on placement.