
WORK EXPERIENCE

PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

The Governors at Chiltern Hills Academy are committed to achieving the vision and values. They oversee and monitor this policy to ensure that this is being achieved.

Work Experience addresses the issue of employability, defined as “the combination of knowledge, skills, attitudes and personal qualities which are valued by employers”.

[Industry in Education 1996].

Chiltern Hills Academy recognises the importance of the work-related curriculum and the need to provide students with the opportunity to experience life in a working environment, away from school for a specified length of time.

RATIONALE

The Academy strongly believes that work experience can help prepare students for both adult and working life. It can contribute to the students' personal, spiritual, moral, social and cultural development. It can also motivate those who may have lost interest in learning by giving them opportunities to make them feel closer to work where they can see the relevance of what they learn.

The aims of the Work Experience Programme at the Academy are:

- To provide the opportunity to develop students confidence and responsibilities in order to make the most of their abilities
- To allow opportunity to apply and develop the knowledge and skills necessary to succeed on vocational courses
- To provide all students with an experience of the world of work
- To encourage other subject areas to recognise the value and relevance of work experience;
- To foster links between education and industry
- To provide the opportunity for students to develop an understanding of themselves and develop their capabilities
- To encourage students to explore and investigate career opportunities
- To give students an opportunity to gain an insight into how to implement their career plans
- To bring relevance to subject teaching, by applying knowledge and skills in the world beyond the classroom.
- To ensure that all GATSBY Benchmarks relating to work experience are fulfilled

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These aims promote the 3 broad objectives of **Careers Education Guidance**:

- Self development
- Career exploration
- Career management.

The Academy has a policy to send all Key Stage 5 students out on work experience for a 1-week period, following their AS exams. The work experience forms part of the Careers and Educational Guidance and Work Related Learning and Enterprise programme and reflects the Academy's commitment to forge a partnership between education and local industry. It is the opportunity for students to experience, first hand but unpaid, the world of work.

The Academy also aims to introduce a "Take your child to work day" for Year 8 in July .

The Academy also aims to upskill a range of students in The Sixth Form and Year 11 with CV writing, application skills and interview practice.

The academy is also working with a number of employers to offer bespoke programs for small groups or individual students.

Work experience is an essential component of the planned Work Related Learning programme, providing all students with the opportunity to develop skills, knowledge and understanding useful in the world of work.

Through **work experience** and **work related learning** students have the opportunity to:

- **Learn through work**
- Acquire real skills in a real working environment
- **Learn about work**
- Develop a knowledge and understanding of the world of work
- **Learn for work**
- Develop skills attitudes and behaviour valued by employers

Work experience is an opportunity for students in KS5 to carry out real work tasks on employers' premises and experience as closely as possible the hours, working conditions and disciplines they would encounter as employees.

The scheme aims to:

- Motivate students towards further education and training
- Teach students about the opportunities and the realities of working life
- Allow students to apply the social skills taught in school
- Encourage students to discover what skills and talents they already have and to identify those which they will need to develop for the future
- Give students first-hand experience of what it is like to work in a shop, factory, office etc. Help students to understand why industry, commerce and business are important to the prosperity of both the local community and the country as a whole.

As part of the planned **CEG AND WRL** programme it helps students to:

Understand how an employing organization functions

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- Learn work experience first hand
- Experience the social relationships at work
- Appreciate the roles of Trade Unions and Management
- Understand the importance of Health & Safety at work
- Discover the expectations that employees have of fellow workers
- Assess how they will adapt to working patterns and relationships outside school
- Gain the self-confidence needed in an adult world
- Develop skills and knowledge for adult life
- Improve attainment by making learning more relevant
- Apply skills, deepen knowledge and understanding of concepts learned in the classroom.

The work experience programme gives students the opportunity to develop **career management skills**:

- Decision-making
- Action planning
- Negotiating
- Presentation skills.

CHILTERN HILLS ACADEMY WORK EXPERIENCE PROGRAMME

- Preparation - during careers lessons as part of the Lifeskills programme
- Briefing - via staff and employers
- Placement - a 1-week block in the summer of year 12, or in exceptional circumstances over a prolonged period of time for up to 3 days a week where the National Curriculum has been disapplied
- De-briefing - occurs immediately on return to the academy to evaluate, reflect on and share experiences with their peer group. Students need to be thoroughly debriefed at the end of the
- Work experience otherwise they may adopt a very narrow view of the world of work and may be affected by stereo-typing. By sharing their experiences of the world of work, students will get a much broader view of the nature of employment
- Follow-up - a variety of activities are used to build self-esteem and focus on students achievement. A significant contribution can be made to the students' CV following the evaluation process reflecting on the student/employer negotiated assessment / skills profile.

BENEFITS OF WORK EXPERIENCE

We believe that work experience has an important impact on our students' development and motivation. The development of personal and social skills is an important aspect of work experience. Students have the opportunity to develop and use the qualities of initiative, commitment, responsibility, respect for others and the ability to negotiate and compromise. Students also have the opportunity to reflect on values, attitudes, and preferences in relation to work.

Work Experience can also be used to help develop the key or functional skills of: communication, application of number, IT, improving own learning and performance, working with others and problem solving.

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The learning objectives met through work experience are used to support the PSHCE, Work Related Learning and Enterprise and Citizenship programmes, and to enhance BTEC and Vocational Qualifications, Diplomas and post 16 courses.

IMPLEMENTATION OF THE POLICY

Work experience is managed by the Work Related Learning and Careers Education and Guidance co-ordinator. However the implementation of this policy is the responsibility of all Academy staff involved in the programme, together with outside agencies and partners.

Many staff within the Academy make contributions to the programme, through their roles as Academic Tutors, Mentors and as Visiting Tutors.

SELECTION OF PLACEMENTS

Students are encouraged to select placements which will support their future career choice. We aim to ensure the nature of the work placement meets the needs and expectations of our students and the work undertaken is positive. It is hoped that the students experience work they are not already familiar with as a result of family work, holiday and weekend jobs.

EQUAL OPPORTUNITY

It is the aim of the work experience programme that all students regardless of culture, gender, social background or disability will have equal access to work experience. However some health problems and disabilities may restrict some placements for some students.

PARTNERSHIP WITH OUTSIDE AGENCIES

CFBT monitor and support work related activities and oversee student placements. The Bucks Skills Hub are providing support for KS4 and KS5 students.

Special Circumstances

A few KS4 students have been able to take up extended work experience placements as a result of the National Curriculum through section 363 of the 1996 Education Act.

This has proved to be a most beneficial, motivating experience for all involved.

Assessment

There is no formal assessment of work placements. Students' individual achievements are recorded using a Skills Profile sheet completed by both the student and employer.

Monitoring

All students are monitored by staff whilst on work experience. This is to ensure that both students and employers see the importance and value attached to the placement, recognising it as being positive, challenging and relevant to their education and future life.

Teachers visit students to monitor their welfare and to build links with businesses and the wider community. Teachers help to monitor and evaluate the suitability and potential of placements.

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Evaluation

As work experience uses curriculum time and provides the academy with a public image in the local community it is very important to complete an evaluation of the programme. Information is gathered from the students, staff, employers and parents about all aspects of the programme.

Individual placements will be evaluated from information collected by the students and teachers who visited.

Relationship to other whole school policies

The work experience policy is supported by, and is designed to contribute to, the whole school policy of Careers and Educational Guidance, PSHEE, Work Related Learning and Enterprise, and Citizenship. It is underpinned by the Chiltern Hills Academy's values and policy on Raising Achievement.

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or at least every two years, to assess implementation and effectiveness.

This policy will be promoted and implemented throughout the Academy.

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APPENDIX

Work Experience Self-found Placement - Letter to Employer

Dear Employer

First of all – Thank you very much for offering a work experience placement to the student who has approached you from Chiltern Hills Academy. It is truly appreciated.

Please may we ask that you complete the form CLEARLY and as FULLY as possible (including the Post Code) and in BLACK ink and sign the form to confirm your agreement to the placement going ahead.

This will help us to:

- Ensure that we have the correct details before we meet with you so that we do not have to ask extra questions
- Take less time when we call you to arrange the pre-placement meeting
- Hand on correct information to Work Experience colleagues who work in other towns or districts (if you are not Chesham employer) and who will be carrying out the pre-placement checks/meeting prior to student joining you
- Provide correct information on the documents which are sent into school for the teachers/parents/students

Please return the completed form to the student or alternatively send directly to:
Chiltern Hills Academy, Chartridge Lane, Chesham, Bucks. HP5 2RG

Again, thank you for your help; it is much appreciated.

Mr O Humphrey
Chiltern Hills Academy
Work Related Learning Coordinator
01494 782066 ext 613

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WORK EXPERIENCE SELF-FOUND PLACEMENT FORM

Students arranging their own placements **MUST** complete and return this form by a specified date

SECTION 1

TO BE COMPLETED BY THE STUDENT IN CAPITALS AND IN **BLACK INK ONLY**.

NB: Please remember to inform your contact that **work experience is for one week and is UNPAID**

| | |
|------------------------|--------------------------|
| Chiltern Hills Academy | Date of work experience: |
| Name of student: | Tutor Group: |
| Home Telephone No: | Emergency Telephone No: |

SECTION 2

TO BE COMPLETED BY THE EMPLOYER IN CAPITALS AND IN **BLACK INK ONLY**.

NB: Please complete clearly and in full to aid contact and preparation of paperwork.

Employers **MUST** agree to be visited by a representative of CfBT Education Services to undertake the Health & Safety and Risk Assessment visit for the School. Only employers with Employer's Liability Insurance will be used for Work Experience.

| | |
|--|--|
| Full Name & Address of Employer (including post code) | |
| | |
| Contact within company: | Position/ Job Title: |
| Telephone No: | Email: |
| Nature of Business/Company: | Number of Employees: |
| Number of Employer's Liability Insurance company: | |
| Policy Number: | Expiry Date: |
| Do you have Public Liability Insurance? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Who are your premises registered with? | <input type="checkbox"/> Health& Safety Executive <input type="checkbox"/> Local Authority |
| Do you have a written Health& Safety policy statement? (required by law for 5 or more employed staff) | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Are you a part of a Co-ordinated Work Experience Scheme? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If yes, please give name of Scheme | |

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Please give an outline of the work experience tasks being offered:

Risk Assessment: The Management of Health & Safety at Work (Regulations) 1999

Health and Safety Hazards (what is the hazard?)

Safety Control Measures (to minimise the risks)

EMPLOYER – Please confirm that you have agreed to this placement with the student by signing below.

For and on behalf of:

Date:

Name (in capitals):

Signature: