

## Sixth Form Work Experience Policy

Work experience is a valuable experience for our 6<sup>th</sup> Form students, building in them the skills and qualities necessary for the world of work and enabling them to explore and build their understanding of areas of work in which they may be interested..

6<sup>th</sup> Form work Experience can fall into a number of categories –

1. Taking place outside of school time during weekends or school holidays
  - This is a private arrangement between the student and the provider, although the 6<sup>th</sup> Form would like to be notified that it is taking place so that we are fully aware of the students career planning and experiences for referencing purposes
  - It is done at the student's own risk, and so is for the student and parent/carers to ensure that it is covered by appropriate insurance and risk-assessments and is has appropriate supervision and safeguarding
2. Taking place within school time and included in the study programme agreed with the student at the start of the year and so attracting funding from the Education Funding Agency (normally applies only to Year13 students)
  - This should be negotiated with the 6<sup>th</sup> Form at the start of the academic year to ensure that it fulfils appropriate aims and objectives which build student's understanding and awareness of suitable career options and/or develops appropriate skills and personal qualities.
  - The 6<sup>th</sup> Form must check that the placement is covered by appropriate insurance, has considered and mitigated any relevant risks, and that appropriate safeguarding and supervision is in place (in line with the guidance provided in recent government documentation)
  - The 6<sup>th</sup> Form will communicate any relevant health or support needs to the placement provider
  - The student must evaluate their progress towards their objectives at a number of points through the year and at the end of the placement
  - The placement supervisor will be asked to feed back on the student's progress at the mid-point and end-point of the placement
3. Taking place within the school year but notified later than the study programme is agreed and so not attracting funding from the Education Funding Agency (includes Year 12 Activities Week placements)
  - The proposed placement is notified to the 6<sup>th</sup> Form Centre through the appropriate form
  - The 6<sup>th</sup> Form will offer guidance on the appropriateness of the placement and will check that the placement is covered by appropriate insurance, has considered and mitigated any relevant risks, and that appropriate safeguarding and supervision is in place (in line with the guidance provided in recent government documentation)
  - The 6<sup>th</sup> Form will communicate any relevant health or support needs to the placement provider
  - The student will complete an absence request form so teachers are informed of absence from lessons.
  - The placement supervisor will be asked to feed back on the student's progress at the end-point of the placement

## Procedure

The procedure for organising a work experience placement which takes place during school time is outlined below.

In order to form part of the student's study programme and so attract funding:

Action Required	Deadline
Students communicate to Fiona that they would want work-experience to form part of their study programme	End of June
Students meet with Fiona to agree objectives for the placement and discuss possible providers. Form is taken to contain proposed provider details when found	During July
Students meet with Fiona to agree suitability of proposed placement and are given letter to take to placement provider in order to ensure insurance, safety and supervision are appropriate.	Early September
Once reply slip is received placement is recorded on 6 <sup>th</sup> Form system and placement begins.	

For placements which are notified at a later point of the year, including Activities Week:

Action Required	Deadline
Students communicate to Fiona that they would like to carry out a work-experience placement	At any time
Students provide Fiona with the appropriate form which includes the contact details of the placement and supervisor.	
Students are given letter to take to placement provider in order to ensure insurance, safety and supervision are appropriate.	
Students complete absence request forms if any impact on lessons so that teachers are aware of their absence (not needed for Activities Week).	
Once reply slip is received placement is recorded on 6 <sup>th</sup> Form system and placement begins.	