



ST BRENDAN'S  
SIXTH FORM COLLEGE

Faith in Learning

# WORK EXPERIENCE POLICY

Revision number	1.0
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Next review date	March 2023

## **INTRODUCTION**

This policy is produced in accordance with the rules and regulations produced by the Health and Safety Executive (HSE) and Department for Education (DfE) and has been developed according to the documents each organisation provides.

## **POLICY STATEMENT**

Work experience forms and 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. Our aim is to offer our students high quality and meaningful engagement with employers which leads to a valuable experience of the work environment and the development of employability skills.

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

## **STUDENT EXPECTATIONS AND ORGANISATION OF WORK EXPERIENCE**

- a. There will be an expected standard of student conduct and behavior required to access St Brendan's College work experience and volunteering programme. This will include overall attendance, high levels of student engagement and commitment to developing employability skills.
- b. It is the responsibility of St Brendan's College staff who are involved in arranging work experience and volunteering, to ensure that general regulations surrounding Work Experience placements adheres to both the Health and Safety and legislative requirements.

## **TYPES OF EXPERIENCE**

As part of a personalised approach to study programmes, St Brendan's College staff will work with the student 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
- Employer visits

## **INTENDED IMPACT ON THE STUDENT EXPERIENCE**

The intended outcomes of participation in Work Experience and Volunteering are:

- I. Purposeful work experience contributing directly to a Study Programme
- II. Substantial, regular time in the workplace gaining employability skills
- III. Short periods of work experience connected to future study or employment options Students will experience a range of individual benefits from participating in Work Experience and Volunteering, including but not limited to:
  - I. Developing a broad range of interpersonal skills, knowledge and confidence for adult life
  - II. Gaining an understanding of the world of work, with sector-specific knowledge and experiences as well as learning about career paths in an authentic setting
  - III. Identifying strengths and areas for development, empowering students to set personal work-related learning objectives
  - IV. Broadening understanding of career paths and opportunities
  - V. Developing reflective learning to enhance UCAS and job applications
  - VI. Consolidating the link between on campus learning and the workplace
  - VII. Working towards relevant nationally recognised awards such as the ASDAN extended project.

## **STUDENTS WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITY (SEND)**

It is the responsibility of all staff to actively promote Work Experience and Volunteering 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 and Volunteering, St Brendan's College staff should work with the specialist team based in learning development as part of the experience planning process for the individual student.

## **STUDENT BEHAVIOUR AND ACCESS TO EXPERIENCE OPPORTUNITIES**

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 Volunteering opportunities, 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 Work Experience or Volunteering will be followed up in line with the Student Behaviour policy, and the Agency team will liaise with the employer or third party organisations to ensure that future opportunities for St Brendan's College are not compromised.

## **ORGANISATION OF PLACEMENTS AND VOLUNTEERING**

The college employs a Work Experience Co-Ordinator, who 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. In our experience the placement is more likely to be successful if the student arranges this themselves. We will of course ensure that support is available for those students who struggle to arrange this.

## **SAFEGUARDING AND HEALTH & SAFETY**

The St Brendan's College Safeguarding team will ensure the Colleges duties are extended to Work Experience and Volunteering, including PREVENT as part of its safeguarding activities.

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.

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:

- I. Age appropriate risk assessment
  - II. Employer liability insurance
  - III. Public liability insurance
  - IV. A written health and safety policy where the organisation has more than 5 employees
- Details of all Health & Safety visits and assessments will be recorded and centrally stored on ton Pro Monitor

## **DISCLOSURE AND BARRING SERVICE (DBS)**

For students who will be working with children and/or vulnerable adults and where a DBS check is required. The Careers Manager submit an enhanced DBS application on request by the placement provider. Bristol City Council will be the Umbrella Organisation who will process and submit the DBS application on behalf of St Brendan's College

## **RELATED POLICIES**

This policy should be read in conjunction with the following St Brendan's Sixth Form College policies:

*Health and Safety*

*Safeguarding*

*Student Behaviour*

*Looked After Young People.*

## **EVALUATION**

This policy will be reviewed bi-annually to ensure it remains fit for purpose and meets the legal requirements for Work Experience, as part of the overall Agency Work Experience and Volunteering evaluation exercise