

Chadwell Heath Academy

A Specialist Mathematics, Computing, Science and Media Arts College



WORK EXPERIENCE POLICY & PROGRAMME

SECTION 1 - AIMS

The aims of work experience are as follows:-

- To help pupils develop and apply a range of personal qualities and skills
- To enable pupils to deeper knowledge and understanding of concepts learned in the classroom
- To improve attainment by making learning more relevant
- To develop their understanding of work and economic and industrial understanding
- To broaden the range of continuing education, training and employment which pupils consider
- To introduce pupils to the knowledge and skills of an occupational area before committing themselves.
- To help pupils to make the transition from school to work

SECTION 2 - OBJECTIVES

The objectives of work experience are as follows:-

- To develop decision making skills, planning and executing tasks
- To accept responsibility
- To enhance communication skills
- To develop the capacity to work on their own initiative
- To work and get on with adults
- To place relevance on what has been learnt in school, making connections
- To respond appropriately to rules and norms of behaviour that prevail in the different types of work worlds
- To build confidence and self esteem and increase maturity

SECTION 3 - LEARNING OUTCOMES

The expected outcomes are:-

- Pupils gain an insight into business, processed and workplace organisations.
- Pupils experience conditions and disciplines of work, for example, longer hours, time keeping, accuracy and meeting deadlines.
- Pupils deal with customers, general public and a range of adult workers.
- Pupils appreciate employer expectations and increase “*Employability*”
- Pupils increase the motivation to study
- Pupils appreciate the relationship between the curriculum and the outside world
- The experience becomes part of assignment work and National Records of Achievement; Vocational Education.

SECTION 4 - PROCEDURES

All pupils in Year 10 have access to a Work Experience Programme

- (1) Pupils are encouraged to undertake activities outside traditional gender roles and to exercise choice in the selection of placements.
- (2) Every effort is made to ensure the work experience programme is complimentary to the curriculum.
- (3) The experience should be structured and meaningful lasting two weeks.
- (4) Parents and pupils are made aware of the programme and fully aware of the process.
- (5) Preparation for Work Experience will occur well in advance as part of a selection and matching programme.
- (6) The School Personal and Social Education Programme will be the main vehicle for a delivery of the Work Experience, incorporating a group of committed and informed staff.
- (7) Staff involved in the Programme are issued a booklet incorporating step-by-step guidelines as well as several briefings by the co-ordinator.
- (8) The system is implemented and co-ordinated by the Work Experience Co-ordinator who acts on the named contact for all links with Project Trident.
- (9) A series of assemblies, lessons and, where necessary, personal interviews are arranged to counsel pupils in their selection and to brief pupils in advance of placement.

Agreed 1 September 2010

- (10) All pupils are asked to visit employers prior to placement. All employers are asked to hold interviews with the pupils prior to placement.
- (11) All placements will receive a telephone call and most will receive one visit from their school based mentor. All staff will act as a mentor.
- (12) Documentation of all visits and comments by employers, pupils and staff on such visits should be recorded on the forms provided, be used in the de-briefing process and be kept in the pupils handbook.
- (13) Debriefing activities take place in the next two PSE lessons. It is planned for the debriefing to take place all day, Monday, just after the work experience block.
- (14) All pupils must complete the assignments in the handbook, in order to be assessed at PASS, MERIT or DISTINCTION.