



WORK EXPERIENCE & PROVIDER ACCESS POLICY

Updated August 2019
Approved by the Principal

This policy refers to and should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy
- Attendance and Punctuality Policy
- Learning and Behaviour Policy
- Careers, Information, Advice and Guidance Policy

1. Rationale

- 1.1 The governing body recognises the unique value of well-organised work experience on employers' premises as an important part of the Big Creative Academy curriculum. This policy has been written in consultation with *Implementing the work experience Element of a 16-19 study programme* (AELP, 2018) EFA funding regulations and the Ofsted Common Inspection framework.
- 1.2 This policy also sets out the Academy's arrangements for managing the access of providers to students at the Academy for the purposes of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

2. Policy

- 2.1 The Academy Work Experience Policy is part of a wider commitment to jointly deliver, in partnership with employers, a range of quality activities which will enable students to participate in a varied and progressive range of experiences that support their aspirations and passion for working in the creative sector and are underpinned by the focus on wellbeing and developing general employability skills.
- 2.2 The Academy's definition of what constitutes work related learning includes the following activities:
 - Structured placement
 - Paid or unpaid internship
 - Employer led projects/competitions/briefs
 - Employer led seminar programmes – delivered on site or externally
 - Employability skills programs
 - Enterprise activities
 - Business mentoring sessions
 - External trips to employers premises
 - Volunteering placements and programmes

3. Guidelines

- 3.1 The Work Experience Co-ordinator with support from Curriculum Managers is responsible for organising work experience activities throughout the Academy.
 - Those planning on progression to employment or apprenticeship will be expected to attend a 30 hour work placement.
 - Those planning to progress into higher education (HE) will participate and complete a work related HE project totalling 30 hours.
- 3.2 The post-16 work experience entitlement for students is intended to provide opportunities for vocational training, job sampling or recruitment. The experience will reflect the make-up of the creative sector and the working practices of creative organisations, to include the role of freelancing and working for SMEs. The placement will be sourced for those progressing into work or apprenticeships.
- 3.3. The work experience entitlement is for 30 hours per academic year comprising of activities from the list above. Work experience supports the wider careers and employability program working towards the Gatsby standards to provide an outstanding careers and work related learning offer.
- 3.4 Extended work experience placements will be considered for appropriate students after consultation with parents and staff. The Director for Curriculum is responsible for the organisation and mentoring of extended work experience where opportunities or vocational assessment can take place as part of an educated off site programme.
- 3.5 The work experience and work related HE project enrolment for each learner is 30 hours, this may be in a block or across the academic year dependant on the type of work placement and employer's needs. The maximum number of hours a student may attend an extended work experience placement is 60 hours.
- 3.6 All students regardless of culture, gender, ability, social background or physical ability must have equal access to work experience and / or work related learning that will be linked to the student's planned progression routes. However, health considerations, safeguarding concerns and disability may make some placements unsuitable for some students (please refer to the Safeguarding and Child Protection Policy). A student's individual needs should be taken into consideration prior to organising a work experience placement.
- 3.7 Students will be encouraged to undertake work experience placements or work related HE learning outside traditional gender roles. However, students should not be placed in such placements where they may feel uncomfortable.
- 3.8 Employers should not remunerate students. Students should not work for more than eight hours in a day or for more than five days in a week.
- 3.9 All work experience placements are carefully checked for their suitability by the Careers and Work Experience Co-Ordinator. This includes health and safety checks on the employer's premises as well as checks on the employer's public and employer liability insurance arrangements.
- 3.10 Where students arrange their own placement details of the placement are given to the Work Experience Co-Ordinator who will arrange for the necessary health and safety checks to be undertaken.
- 3.11 Where students arrange their own placement and it be considered an undesirable and/or unlawful placement, the placement will be rejected.

3.12 The following list identifies those work placements that are prohibited:

- the security industry
- the sex industry
- tattoo parlours
- any retail or other business where guns or ammunition are sold
- abattoirs
- fishing boats (other than boats operating on inland waters)
- civic construction (such as roads and bridges)
- the following retail areas: butchery, fishmongers
- mining (above and under ground), quarrying, extraction, recycling plants, foundries and tips
- transmission and distribution industries (linespersons and/or cabling)
- roofing and scaffolding work

3.13 The work related HE project will be delivered off site and will be led by an employer providing students with a real industry brief to develop and work on at L4 standard, preparing students for higher education and the skill of independent study.

4. Organisation

4.1 All staff, parents and students involved in the work experience and work related HE programme should be effectively prepared and briefed.

4.2 The Academy's work experience and work related HE programme for students of compulsory school age will involve both the student's form tutor and employers in the planning of the programme, the preparation of the students, the evaluation of the programme and of the student's individual achievements. These achievements will be logged and record on the students ILP and a log book will be completed whilst on placement.

4.3 Students will be expected to reference where they developed or learnt new skills that relate to the Academy's '*Young Creatives Profile*' and the ten key skills employers are looking for in young people.

4.4 All students involved in a work experience placement and work related HE project will participate in preparatory work prior to a placement. Students should receive a detailed explanation of the work experience, its purpose, and what is expected of each student. All students should receive documentation giving details of health and safety issues, equal opportunities and the procedures for dealing with problems and queries.

4.5 The Careers and Work Experience coordinator will organise the preparatory work in consultation with DSL, Inclusion manager, and Course Lead.

4.6 The Academy's post-16 work experience programme for vocational students involves both the student's subject leader and employers in the planning, preparation, monitoring and assessment of the student's individual achievements.

4.7 For post-16 work experience programmes the subject leader/attendance officer and The Careers and Work Experience coordinator will organise visits to students whilst on work experience. Supervision during placements should be carried out through teacher visits to the sites.

- 4.8 The Academy will pay a mileage payment to staff whilst visiting students on work experience.
- 4.9 Students should be marked present in the attendance register when participating in the school's work experience scheme using the appropriate code.
- 4.10 Students in receipt of the bursary will be provided lunch and travel money while on placement.

5. Monitoring, Evaluation and Review

- 5.1 The Careers and Work Experience Co-Ordinator and Director of Learner Services will annually monitor and evaluate the work experience scheme.
- 5.2 As work experience placements are part of a learner's study programme for those who have a progression plan into work or apprenticeships, hours are logged and reviewed as per the Academy's registration system. Learners are expected to act in accordance with the Attendance and Punctuality Policy and Learning Behaviour Policy as if they were at the Academy.
- 5.3 This policy will be reviewed annually by the Principal and senior management team.

6. Student entitlement to information from other providers

6.1 Students are entitled:

- To find out about technical education qualification and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

6.2 A provider wishing to request access should contact our Careers and Work Experience Co-Ordinator on 0208 498 3300, poshora.roettig@bigcreative.education.

6.3 A number of events, integrated into the Academy's career programme will offer providers an opportunity to come into school to speak to pupils and/or their parents. Please speak to our Careers and Work experience Co-Ordinator to identify the most suitable opportunity for you.

6.4 The Academy's Safeguarding and Child Protection Policy sets out the Academy's approach to allowing providers on site as visitors to talk to our students.

6.5 The Academy will make space, AV and other specialist equipment available to providers as necessary, discussed in advance of their visit.

6.6 Providers are welcome to leave a copy of their prospectus or other relevant literature in the Student Hub.

7. Dissemination of the Policy

7.1 This policy is available on the Academy website.