Work experience and extended work placement policy

Implemented and Reviewed	R Poonian
Date of implementation	September 2018
Date of review	September 2026
Next review date	September 2027

Name of School: The Rowans AP Academy

Part of The Howard Multi Academy Trust

Ownership: The Rowans AP Academy

Date updated: September 2026

Signed by SLT responsible for Careers – Rajinder Poonian
Signed off by Governing body/Trustee's – Susan Greenfield
Date of approval –

Work-Related Learning

The Rowans AP Academy is committed to providing a planned programme of work-related learning and enterprise education in partnership with local employers and the Medway Educational Business Partnership. The school is committed to promoting the use of labour market information to enrich the pupils' knowledge which enables them to make the most informed decisions. Katie Calder is the Work Experience and Extended Work Placement Co-ordinator, reporting to Raj Poonian the lead for careers.

The Rowans AP Academy will:

- Provide opportunities for pupils to learn through work experience, taster days and/or extended placements.
- Coordinate activities for pupils to develop skills for employability through mock interviews, meaningful encounters with employers and local employers' knowledge and expectations.
- Help pupils recognise, develop and apply their skills for enterprise and employability.
- Guide pupils to use their experiences of work to extend their understanding of careers and work.
- Help pupils to engage with ideas and challenges from the business world.

Rationale

Work experience is a key part of bridging the gap between education and the world of work. At its broadest and most effective, work experience can introduce young people to careers they may never have considered, help inform future career choices, provide opportunities to demonstrate their skills and abilities to employers, and develop the attitudes, behaviours and expectations required in the workplace. Most importantly, these experiences help to build pupils' self-esteem, confidence, resilience and independence within a structured, supervised and supportive environment.

As a school, we are committed to ensuring that all pupils develop meaningful employability skills through a range of high-quality work-related learning opportunities. To achieve this, we provide a minimum of 25 hours of work experience during Key Stage 4, link work placements to vocational learning programmes, offer workplace taster days, and provide opportunities for extended work placements where appropriate. This ensures that all pupils undertake work experience as part of their employability skills development throughout Key Stage 4, in line with the Apprenticeships, Skills, Children and Learning Act. Work placements make an important contribution to our range of vocational and academic qualifications, including BTEC and GCSE courses.

During Key Stage 3, pupils are provided with opportunities to engage in a minimum of 25 hours of work-related learning and employer engagement activities across the key stage. These experiences are designed to broaden their understanding of different workplaces, develop employability skills, and increase their awareness of workplace practices and processes.

Workplace experiences can take many forms. Traditional block work experience placements are often most suitable for Key Stage 4 pupils, while regular work-related learning activities and workplace encounters over time are typically more appropriate for Key Stage 3 pupils. However, recognising that every learner has different needs, interests and aspirations, we are committed to providing individualised work experience programmes and tailored workplace opportunities where required, ensuring that all pupils can access meaningful and relevant experiences that support their future education, training and employment pathways.

Process for The Rowans/ pupil/ parent placed work placements

Application form		Conditional offer of placement with job specification		Acceptance and preparation		Placement review
*Pupils will complete a parent consent form provided by The Rowans giving details of the work placement sourced. * This will inform the school of the work placement they have sourced and areas of work they will be covering		*The school will review the application and liaise with the provider to ensure risks and employers liability insurance are in place. *The conditions of acceptance may involve the pupil having to go for interview in person or over the telephone.		*The pupil will receive notification through the school as to whether they were accepted for their intended placement. *Where needed pupils may be taken to their placement in advance of their start date by a teacher. This is for familiarisation.		Whilst pupils are on placement the work experience coordinator has a formal review of the placement to support the pupil and provider.

Responsibilities

Young people are expected to attend their agreed work experience placement and will be marked present in the same way as if they are in school. Any absence from the work placement must be notified to the school in the same way as a school absence. Parents/carers of pupils of compulsory age who keep their children away from their work placement will be condoning unauthorised absence. Providers are to inform the school on the first instance of any absence.

Health & Safety

The school compile risk assessments on all placements prior to a pupil being placed in an organisation, which are shared with pupils and parents ahead of the work placement. These checks includes public liability insurance checking and DBS as appropriate.

Work placements organised by the school/ pupil/ parent follow advise from the Health and Safety Executive and is detailed in a health and safety checklist, as part of the provider agreement form.

The school provides personal accident insurance for all pupils whilst on work experience at an authorised placement. The work experience coordinator will notify the Careers Lead and Head Teacher of all placements. Work experience placements are covered by the Council's Employers Liability Policy and it is not necessary to inform the council each and every time a pupil is placed on a work placement scheme.

Duty of Care

Before pupils go on work experience, they will have preparation 1:1 talks with their form tutors to go through expectations, travel arrangements, job description and risk assessment. Form tutors will also go through with them; expectations, PPE, working hours and tasks. Form tutors will also arrange phone calls and visits to the employer for interview purposes.

The school ensures that every employer agrees to provide a health and safety induction as part of each pupil's introduction to the workplace. Pupils will be informed that it is a legal requirement for employers to inform them of risks in the work place and to give a health and safety induction session to them before they begin work. Pupils are told to ask politely for this information if it is not provided. Staff telephoning/visiting pupils should check this has been done.

Parents/carers must sign a 'parental consent' form agreeing to the work placement. Members of the school's staff will visit placements during the time the pupil is there to check on progress.

Reporting & Record Keeping

- Block work experience for KS4 - pupils will be expected to keep a work experience log book of their work experience and do follow-up reflective work based on it on their return.

- Work placements are reviewed regularly by a representative of the school to ensure the placement is still a valid placement for future placements.

Programme Review

- The school annually reviews and evaluates the impact of its work experience provision.
- Programme reviews are conducted by Katie Calder as the Work Experience and Extended Work Placement Co-ordinator, reporting to Raj Poonian as the lead for careers.