

DSTC

Work Experience Policy

(Based on KCC's Work Experience Policy)

Summary

Work Experience forms an integral part of the Careers, Education, Information and Guidance (CEIAG) programme at DSTC. Our aim is to offer our students a high quality and meaningful engagement with employers to give them a valuable experience of the work environment and develop their employability skills. We aim to fully involve students in this experience by encouraging them to seek their own relevant work experience.

Introduction

The Work Experience that we offer is well-planned and well-organised. This has an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work. It is essential that any work experience placement is "meaningful" and should provide students with core employability skills (as per the Department of Education guidance); and it should also provide experience of working in a career they would be interested in pursuing. (For further information please go to: <https://www.gov.uk/government/news/new-guidance-on-work-experience-published>)

1. General

Work Experience placements are only permitted by law for students during the last two years of compulsory education and for Post 16. At DSTC students complete a one week placement in Year 11 (at the end of Term 2) and a two week block in Year 12 (during Term 6). It is DSTC policy that all work experience is **unpaid**, as the employer is providing the opportunity for the student to gain new skills/knowledge in exchange for their time.

The Working Time Regulations (1998) applies to students under the age of 16 on work experience placements; and as such:

1. They should not work for more than 5 days in any consecutive 7-day period.
2. The number of hours worked and pattern of duties is normally agreed by placement providers, education establishments and students. DSTC will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours. It is strongly recommended that students should not be asked to work more than a standard 8-hour day, inclusive of breaks.
3. Students under the age of 16 are only permitted to work between 7am and 7pm.

2. Organisation of Work Experience

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 contact with employers and communicate with adults about issues to do with Work Experience. DSTC will advise and help oversee the process. In our experience the placement is more likely to be successful if the student arranges it themselves.

The College will decide whether or not to offer Work Experience to those students who are not making expected academic progress or whose attendance/behaviour falls below the expected standard.

3. Preparation for Work Experience

Parents will be given guidance well in advance of the time allotted for Work Experience. A letter will be given to students, which contains information for parents and an initial application/consent form for completion (**See Appendix 1**). Students are expected to obtain their own placement, in the first instance. The Work Experience Co-ordinator will set a date for forms to be returned and assist those students who have been unable to source their own placement. Discussions will take place with these students to ensure they are placed in a suitable/meaningful establishment.

Placements are required to read and agree to our expectations for them contained in the DSTC Work Experience Protocol (**See Appendix 2**). They also need to complete and return an Information Sheet (which includes sections to confirm they have Employees Liability Insurance (ELI) and appropriate risk assessments in place), a copy of which is given to the student. (**See Appendix 3**)

Students will be briefed prior to going on work experience. This briefing will include: how to complete their log books: health and safety; responsible use of social media; behaviour and expectations. This briefing will take place either during form time or in a morning 'drop down' session. Students are also given a copy of the DSTC Work Experience Protocol, which details what is expected of them during their placement. A letter is given to parents/students detailing final arrangements (**See Appendix 4**).

4. During Work Experience

The expectation is for students to behave in an exemplary manner during their Work Experience, as they are ambassadors for the College.

The majority of students will be visited by a member of DSTC staff. During the visit the member of staff will check on student welfare and an evaluation form will be completed by the placement.

Students are required to complete a log book during their placement, detailing their activities and assessing their progress. There is also a section for the employer to complete, evaluating overall performance and providing feedback. This log book will be an important record for the student to keep for future education/employment applications.

Any issues reported by either the placement or the student/parent/carer, will be dealt with in a timely manner, by an appropriate member of staff (this can be the Work Experience Co-ordinator, Pastoral Leader or a member of the Senior Leadership Team) depending on the issue.

5. After Work Experience

Evaluation sheets are collated, logged and any negative feedback discussed with the student. A report is produced from each evaluation sheet to give to the student, highlighting their strengths and what also needs to be improved. Log Books are collected, logged and a comment included by a member of DSTC staff (normally the Work Experience Co-ordinator). They are then returned to the students for use in preparing CVs and personal statements.

APPENDIX 1

To All Year 11 Parents

Dear Parent(s)/Guardians

Work Experience 11th-15th December 2017

Your daughter will be undertaking a work experience placement from 11th-15th December 2017. Work experience is well established at DSTC and involves links with many curriculum areas.

Work Experience at this stage of education does not necessarily have to be directly vocational and in Year 11 it is intended as a sample of a working environment, which can be achieved in any workplace. In addition, Work Experience enables students to acquire valuable skills e.g:-being part of a team; showing initiative; speaking with adults in the workplace and demonstrating resilience - which are all of great importance in today's competitive jobs market.

Unfortunately, it is becoming increasingly difficult to find placements for students due to the demand placed upon local employers from all the schools in the area. Therefore, we ask that in the first instance as a parent/guardian you, along with your daughter, endeavour to secure a suitable placement. Please note that many companies/organisations require a student to apply to them directly through on-line applications. **The sooner you apply for a placement the more likely you are to obtain the one you want.**

I am willing to help any student who is having difficulties getting a suitable placement, although this may not be in their area of first choice.

I enclose Application/Consent Forms and I would be grateful if these could be completed, signed and returned to me **NO LATER** than **Monday 11th September 2017 – sooner if possible.**

Please find some additional information about Work Experience on the back of this letter. Should you have any further questions at this stage please do not hesitate to contact me. In the meantime thank you in anticipation for your support.

Yours sincerely

Mrs P Smith

Work Experience Co-ordinator

paula.smith@dstc.kent.sch.uk



DARTFORD SCIENCE AND TECHNOLOGY COLLEGE

WORK EXPERIENCE 11th-15th DEC 2017 – STUDENT APPLICATION FORM

Name Form

Address Date of birth

..... Tel No

TYPE OF PLACEMENT you are interested in (Please be realistic and give reasons for your choice)

1

Reason:

2

Reason:

Please state areas where you are able to work, outside Dartford

.....

If you have a contact in an organisation for your placement, or already have a place, please give the following information:

Name of Company

Address

.....

Person to Contact Tel No

e-mail address.....

Has this company agreed to take you?

Please indicate, in a short paragraph, what your career plans are, if you have any.

Please give details of your interests/hobbies, part time jobs etc.

I have received the information leaflet about Work Experience and understand the conditions.

I am willing for my daughter Form
to take part.

I would like the following information taken into account.

(Please state any relevant medical/personal information here)

I am willing for the above information and our address details to be passed to the employer in order to receive a copy of a Risk Assessment, if applicable.

Signed *(Parent/Guardian)*

Date

Daytime telephone number

APPENDIX 2

DSTC WORK EXPERIENCE PROTOCOL

Expectations for our students:

- 100% attendance with excellent punctuality is expected, along with an enthusiastic approach to tasks and a willingness to learn.
- If they are unable to attend their placement due to illness/unforeseen circumstances, they must ring **both** the placement and the College by 9.00 a.m. (Even if they have been off the previous day). College No is: 01322 224309
- They must ensure that they wear appropriate dress for their placement (to be agreed with employer in advance).
- They are an ambassador for the College and must conduct themselves accordingly.
- They should complete their diary during, or at the end of, each day and at the end of their week ask their placement supervisor to complete the Evaluation Form.
- They should contact the College if they have any concerns or worries about their placement.

Expectations for Employers:

- A health and safety induction will be conducted with our student and training will be given on any equipment used.
- The College will be informed as soon as possible on the day, if the student fails to attend the placement. Please call 01322 224309 to report any absence.
- The College will be informed of any unacceptable conduct by/ any concerns about the student, in order that these may be dealt with accordingly.
- Any staff in contact with the student should conduct themselves in an appropriate manner i.e. should avoid any words or actions which could be misinterpreted. There should be no contact via social media with placement students and staff.
- When in contact with students, staff should be cautious about the use of mobile/camera phones in the interest of safeguarding/misinterpretation.
- Inform students of dress code before placement.
- Ensure a risk assessment is in place, which is suitable for a young person, in advance of any placement.
- Placement supervisor will complete an evaluation form at the end of each week.



WORK EXPERIENCE INFORMATION SHEET

Company/Organisation:	
Nature of business:	
Address:	
Telephone No:	
Email:	
Person to whom the student should report:	
Department:	
A brief description of the duties to be undertaken/Job Role	
Hours of work:	
Lunch facilities available on premises or elsewhere:	
Approximate cost of lunch (if available):	
Day or half day closure (if applicable):	
Any other relevant information the student might need, e.g. dress code:	YES / NO*
Pre placement interview is required.	YES / NO*
I confirm that we do have Employers Liability Insurance.	YES / NO*
I confirm that the student will receive a Health and Safety induction.	YES / NO*
I confirm that a risk assessment is in place for staff, which is suitable for a young person.	YES / NO*
I have read and understand the DSTC Work Experience Protocol.	YES / NO*
Signed:	Job Title:
Print Name:	Date:

*Please delete as applicable

APPENDIX 4

December 2017

Dear Parent/Student

WORK EXPERIENCE FINAL ARRANGEMENTS FOR YEAR 11 STUDENTS 11TH-15TH DECEMBER 2017

Your daughter has been issued the final arrangements for work experience.

In the event of absence due to illness, the placement company and the College must be informed as early as possible.

Should an emergency situation arise during the period of the placement, your daughter needs to contact the College on **01322 224309**. They should ask to speak to myself, Mrs Harvey or Miss Cane. Alternatively, your daughter may contact me on **07826 146813**. This telephone line will be manned from 7.00 am – 7.00 pm during the period of the placement. It is an **EMERGENCY CONTACT FOR STUDENT USE ONLY** and **should not**, under any circumstances, be used to report absence or for general enquiries.

Work Experience Diary - these should be taken with you to your placement each day. It is an important record of your employability experience and as such can be used to support applications for 6th form and/or employment. They may also be used by form tutors to assist in writing academic references. Therefore, it is recommended that you complete your diary as fully as possible and ensure you ask your placement to complete the feedback/reference section.

All diaries should be completed and returned to the College no later than **Monday 8th January 2018**. Diaries can be given to me or to Form Tutors for collection.

If a final consent form is attached to this letter, please complete, as your daughter cannot attend their WEX placement without this being signed and returned to me, in my office next to MS1 ASAP. (If no form is attached I have already received your final signed consent form).

Yours faithfully,

Mrs Paula Smith
Work Experience Co-ordinator

NB: Please complete the consent form if attached, as your daughter cannot attend their placement without this being signed and returned to me.