



Youth Challenge Work Experience

Reviewed By	Gemma Morris (Personal Learning Lead – SLT)
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1. Work experience at Youth Challenge Secondary

At Youth Challenge Secondary, work experience is part of the school's curriculum for all students in line with the Gatsby Benchmarks (GMB6). By the age of 16, every pupil should have accumulated a minimum of 10 days' worth of work experience from a range of different employment sectors (additional to any part time job they may have) in line with the Equalex Framework. It is prepared for, celebrated and reflected on within the behavior reward system via Arbor and will be logged on the pupil's personal profiles via Unifrog and Compass+.

Work Experience is an integral part of Careers Education, Information, Advice and Guidance (CEIAG) programme and should start as early as possible within their secondary education. We believe that all students should appreciate lifelong learning and be actively involved in their own learning and action planning, and setting targets for improvement. Pupils are encouraged to use Unifrog to complete their personal professional profile that supports them with this independent target setting.

In addition to pupils accessing placements, the employability programme is integrated within the careers lessons using Skills Builder to gain knowledge, to practice and to improve key essential skills for working life. This will be accessed by all pupils in Y7 – Y11, improving their 'readiness' for the world of work, and improved 'readiness' to move into apprenticeships for those that chose this as their desired post 16 destination.

The 8 essential skills include:



Related documents:

- Careers Policy
- Careers Provider Access Policy

2. Aims of work experience

- To improve student self-esteem and self-confidence
- To increase self-awareness, especially personal skills, talents, interests and potential
- To increase future employability in the following areas:
 - To raise aspirations and awareness of education, training and careers opportunities, and to inspire students to achieve their full potential
 - To assist in the development of a personal career action plan
 - To give an understanding of employers' expectations
 - To gain real life experience of working conditions
 - To increase understanding of why services, industry and commerce are important in our society, and how they interact

3. Links with employers

Youth Challenge Secondary continues to build strong relationships with a wealth of local businesses. A wide variety of businesses attend our annual careers carousel and come into school to work with pupils within the different subject areas, some of which result in work experience placements being accessed. Also, more external links with businesses continue to grow and result in work experience placements being accessed. In addition to this, members of the local business community also give generously of

their time and resources to assist with mock interviews, employability support, attending our careers fair, taster sessions, careers talks and information sessions.

4. Roles and responsibilities of staff involved

A member of the Senior Leadership Team is nominated responsible for Careers and has oversight of the careers education information and guidance programme and work experience. The work experience Co-ordinator will conduct half termly reviews with both the pupil and the employer and report this to the Careers Lead.

5. Curriculum links and resources devoted to the programme

Work Experience is an integral part of the CEIAG programme. There are six stages to the work experience programme.

1. Preparation	Planned programme through assemblies, careers weekly lessons, with form tutors during registration, through resources accessed online, through careers meetings with our Connexions advisor. Use of Skills builder to improve the key essential skills for working life. Students can seek advice and support through the work experience coordinator and other staff including independent careers guidance
2. Briefing	In assemblies, in morning registration, careers lessons and through resources given to each student
3. Placement	In various businesses chosen for or by the individual student. Each placement is checked for safety by Youth Challenge staff. Each placement is reviewed on a half termly basis
4. Debriefing	Summary and evaluation of experience, including identification of skills and knowledge gained during careers lessons. Informal discussion in lessons and registration
5. Follow-up	Employers complete a reference for the pupil as their placement ends to support their future applications
6. Evaluation	Success of the programme and placements evaluated by both students and employers

Although we do not have an allocated budget dedicated to work experience, we can be flexible in allocating funding as and when required, in agreement with the academy lead.

6. Other curriculum subject links

All subject areas are encouraged to display information about employment opportunities linked to that subject, to inspire and inform (linked to Gatsby Benchmark 4 – careers within the curriculum). Information matching employment opportunities to subject areas at various qualification levels can be obtained from the careers lead, the connexions advisor and the software programmes online such as GMACs, Beeline and Unifrog.

All subject areas are encouraged to use skills builder, the skills builder icons, the online programme and resources to support pupils to gain knowledge, to practise and to improve their key essential skills for working life.

The 8 essential skills are as follows:



7. Organising placements

All students are asked to choose a placement that will be challenging, commensurate with their career aspirations, and potential. Before deciding on a placement, students are encouraged to write a letter to the employer, requesting a placement and reasons as to why they feel that they are suitable. They then meet with the employer to discuss their role, and the expectations.

The school will provide as much support as the student needs to secure a suitable placement. Placements can be arranged in partnership with the school or pupils can source their own. The school will then complete all necessary paperwork and health and safety checks to ensure the pupil is safe to work within the environment. The school will ensure that the appropriate insurances are in place and up to date and that a DBS check is completed if and when necessary to ensure the safety of the pupil is a priority. This will be monitored and reviewed every half term as part of the placement review meeting.

An agreement form, completed by student, parent, school and employer sets out the responsibilities of all parties, and is used to make sure that all parties have the essential information via Unifrog.

Once the placement has started, we will monitor the pupil's attendance to ensure pupils are kept safe. Our designated attendance officer will contact the place of employment each day of the assigned placement days and attendance will be marked within our central management system (Arbor). Should the placement be unavailable for the pupil on their timetabled days, they will be expected to attend school instead.

Regular review meetings will be held with pupils and evidence will be collated. Pupils attending work experience places will be required to complete reflective logs on their personal Unifrog profile weekly which will be reviewed and discussed with the work experience co-ordinator. A further review meeting will be held every half term with the employer and the child to discuss progress and future outcomes.

8. Safeguarding Concerns

If any pupils have any safeguarding concerns related to them, appropriate information will be shared with the place of employment prior to them starting via the Designated Safeguarding Officer in agreement with the parents.

Prior to the placement starting, we will ensure that the staff at the placement are made aware of our safeguarding processes concerning attendance and reporting any safeguarding concerns or issues to the school. Should the employer have any safeguarding concerns about pupils within their care, they will be required to share this information with the Designated Safeguarding officer immediately

On occasion, parents approach school to request for their child to attend one-off work experience opportunities, which must be agreed under the discretion of the academy lead. As they are one-off experiences and under the supervision of parents/ or agreed friends of the family, parents must take full responsibility for the health and safety of the placement due to time restrictions which means that the school cannot conduct their usual processes. Parents will provide written evidence of this responsibility and will agree to follow the same safeguarding processes that any other employer follows. The school attendance officer will still conduct the usual welfare attendance call when these incidences occur.

Designated Safeguarding Officer (DSL) Name – Collette Morris, 01204 333872 / 07494048794

For further information please contact the nominated Careers Leader:

Gemma Morris – 01204 333872 / 07494048796