

Huddersfield New College Policies, Protocols and Procedures



Work Experience Policy 2021

1. Statement of Intent, Scope and Purpose

- 1.1. The College is committed to its' mission statement of providing a high quality sixth form education for all, in a friendly, supportive and diverse learning environment.
- 1.2. This policy reflects the vision, mission and values of the College.
- 1.3. The Gatsby Charitable Foundation benchmarks are the nationally recognised standards for careers and employability engagement for educational establishments. This policy summarises the College's commitment to maintaining full compliance with the Gatsby standards.
- 1.4. The College offers work related opportunities and develops students' employability skills as part of their study programme.
- 1.5. Work related learning is defined as 'planned activity designed to use the context of work to develop knowledge, skills and understanding, useful in work.'

2. Aims

- 2.1. The College is committed to developing and improving the life and work prospects of all students, by enhancing their employability skills, and thus improving their opportunities of gaining meaningful university places or employment on completion of their studies.
- 2.2. The engagement of students in high quality and relevant work experience and / or work related activity is key to the successful achievement of this aim.
- 2.3. Work experience / work related activity will form a part of all students' study programmes, preparing them to be ready for life beyond College, be that at higher education or work.
- 2.4. The range of activity which will support the development of work relevant skills will include but not be limited to;
 - Placements with external companies / organisations.
 - Employer seminars.
 - Employers as guest speakers.
 - Curriculum specific events such as the Working Options Event in IT.
 - Trips and visits to places of employment.
 - Community volunteering and engagement with Social Enterprise projects.
 - Engagement with business mentors.
 - 'Working' for the College as a College Ambassador or Champion.
 - Taking part in the Duke of Edinburgh Award scheme

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- Participating in charitable and fund-raising events and activities

2.5 Students will be made aware of this range of activity through:

- The weekly distribution of a careers and work experience bulletin
- The weekly Moodle NewsBites
- Social Media platforms such as Twitter

2.6 Students will also have access to:

- A specialist Work Experience Officer and a qualified Careers team.

3. Roles and Responsibilities

3.1. Colleagues involved in ensuring the provision of work experience / work related activity for students include;

- Vice Principal Student Support, Guidance and Progression
- Work Experience Officer
- Careers Team
- Director of Pastoral
- Progress Tutors
- Heads of Department or Faculty / Course Teams

4. Objectives

- 4.1. The Gatsby Foundation state that “By the end of their study programme, every student should have had at least one experience of a workplace, additional to any part-time jobs they may have.”
- 4.2. The College therefore will strive to provide experience of at least one workplace for students.
- 4.3. For some this will be a mandatory part of their qualification. For others, it will be to need, work to support progression to University or a particular career.

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- 4.4. The College will ensure that appropriate paperwork for a safe workplace experience is completed. This will include, where relevant;
- Processing student application for work placements and recording placement details.
 - Ensuring that parent / carer consent is obtained and recorded.
 - Processing DBS checks where this work placement requires a DBS check to be carried out.
 - Liaising with the work placement to ensure that an up to date Employer Health and Safety Risk Assessment is completed. This will encompass general health and safety, Safeguarding and Safety policies, as well as ensuring appropriate Insurance is in place.
 - Where a student has disclosed a medical condition, disability or learning difficulty, making the work placement aware, as appropriate, so that reasonable adjustments can be made, and control measures put in place to ensure the safety of the student.
 - Providing the student with a Work Experience Diary to complete during the work placement. This will be used to review individual learning, and also act as a record of achievement.

5. Encounters with employers

5.1. To achieve Gatsby benchmark 5, all students must have at least two meaningful encounters with a local or national employer per year, during their time at the College. This can include either a session delivered within the College or an external trip or visit. These 'meaningful encounters' are mostly organised and planned by curriculum staff, and provide opportunities for students within the curriculum area to gain experience of and insight into how their studies in the subject link to wider employment opportunities, pre or post university.

5.2. Examples of such encounters in College include:

- talks from professionals such as physiotherapists, doctors, nurses, accountants, the police, the army etc.
- talks from Higher Education staff
- external visits to local businesses, local universities, and other relevant workplaces, such as the Law Courts.

5.3. The Local Enterprise Partnership (LEP) provides important labour market information for the College, helps facilitate employer encounters and provides opportunities for students to gain work experience in a variety of workplaces. This important link helps the College to evidence all eight Gatsby benchmarks.

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6. Review of Policy and Communication to staff and students

The Senior Leadership Team own this policy. Staff are informed of any review of the policy through the daily staff news and the policy will be housed for staff in the “College Policies” area of Moodle. Students are informed via moodle bites and the policy for students will be housed in the Careers section of the College’s website.

Version	Date	Author(s)	Comments	Approval Route/ Date	Date of Next Review
1	Nov 2018	Kam Rogerson	New Policy	SLT Nov 2018	
2	February 2021	Lee Goddard	Policy Review	SLT Feb 2021	Feb 2022