



TRAINING AND EMPLOYMENT EXPERIENCE POLICY/PROTOCOL

Document Purpose

This document seeks to:

- Provide a clear policy framework for employment experience of learners at Tor View School.
- Give all staff explicit information and clear guidelines
- Establish 'good practice' criteria, against which standards can be monitored & evaluated
- Reflect and uphold the whole school aims
- Support monitoring processes

Audience

This document is primarily intended for FE staff and line managers who undertake employment experience. However, it is also written for stakeholders & others, such as Advisors & Inspectors.

Aims of Employment Experience

Employment Experience is primarily intended to develop the learner's understanding and expectations of the benefits of employment. This understanding will be enhanced by the learners being paid a tokenistic amount of money per hour.

Criteria for engagement on the program

- Tor View is realistic in its view on who this program is appropriate for.
- Employment experience is for those learners who have the capability to train and work to a satisfactory standard with or without support. The satisfactory standard and support is based on individual need.
- The appropriate learners will be identified through the annual review process and by form tutors in consultation with the Work Experience Coordinator.
- These placements will last for a term. The repetition of these placements will be carefully considered and planned by the HOD and the Work Experience Coordinator. This information will be clearly shared with all stakeholders including parents/carers.
- Ultimately the parents/carers of the learners needs to be willing and

committed to the hours of the placement.

- If the placement takes place after school hours the learners must be an independent traveller or parents/carers must commit to collecting their son/daughter.

Process of application (termly)

- Employment experience placements will be advertised and promoted by form tutors.
- Learners will be asked to complete a basic application form (appendix 1) with a covering letter of interest.
- Application forms will be short listed by the Work Experience Coordinator and the placement manager.
- The named above will organize an informal basic interview.
- The named above will inform the successful applicants in writing.

Training and progression

- There will be a training period appropriate to the demand and organisation of the placement. During this period the learners will not be paid.
- Where appropriate the learners will progress through a training scheme that reflects the nature of the placement. The ultimate goal is for the learner to complete the placement to a satisfactory standard in accordance with their individual need.

Payment for Employment Experience

- The learners will be paid a tokenistic amount of money (50p- £1 an hour for work during school hours and work out of school hours will be £2 an hour).
- Learners receive their remuneration every term in cash. The supporting staff will complete a payment card after every working period so that the learner can see the “fruits of their labor”.
- The termly total will be spent at a shopping visit organized by the work experience coordinator.
- Learners will not receive all/part payment if they breach the agreement (see appendix 2).
- Learner’s Employment Experience placement will only last a term within an academic year to allow fair access to all trainees.

Roles and Responsibilities

The Form Tutor

- Promote the vacancies to the appropriate learner.
- To create the circumstances by which the applicants have time to complete their application form, letter of interest and practice their interview technique
- To liaise with the Work Experience Coordinator at all stages of the placement.
- To have a general overview of the placements of their form learner.

Work Experience Coordinator

- To ensure all correspondence between home and school is efficiently dealt with.
- To liaise with form tutors at all stages of the placement.
- To complete placement risk assessments.
- To complete job coaching/training.
- To liaise with HOD regarding staffing levels.
- To liaise with placement managers.

Head of Department

- To organise appropriate support to ensure the success of the placement.

Placement Managers

- To support the application process.
- To provide ongoing/additional training where and when necessary.
- To liaise with Work Experience Coordinator to complete relevant paperwork e.g. risk assessments, final evaluation
- To provide safety equipment.
- To make reasonable and practicable adjustments to the working environment and equipment.

Learners

- To complete the placement to a satisfactory standard that reflects their individual need.

Parents/Carers

- To support their son/daughter during the placement. If the placement is out of school hours they must commit to arrange transport home if their son/daughter is not an independent traveller.
- To support the school and its systems for Employment Experience including the ethos of the placement.

Supported Employment

Accreditation

School is committed to investigate accreditation possibilities within Employment Experience annually.

Target Setting

- Learners will be guided and supported to ensure they fulfil their potential during the placement eg *“this is where you are now, this is where we would like you to be at the end of the term...and this is how we are going to get there.”*

Support staff

- Tor View will provide sufficient support staff to meet the needs of the

placement.

Monitoring and Evaluation

- Monitoring and evaluation of the placement is ongoing by Work Experience Coordinator and learning evaluated at the end of each term against the skills checklists.

Assessment, Recording & Reporting –

- The support staff (line manager, work experience coordinator) complete assessment documentation appropriate to the placement.

Equal Opportunities - see separate policy document

Policy Evaluation -This policy will be evaluated at least every two years

Induction of new staff_– see Induction Policies

Staff Development_– see Staff Development/ INSET policy

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