

Belfast Model School for Girls

Achievement for All



Work Experience Policy

Agreed by Board of Governors: May 2010

To be reviewed: May 2013

Rationale

Work Experience is a non-compulsory scheme to enable pupils to develop their skills, aptitudes, knowledge and understanding of the world of work. It extends their experience and is part of their preparation for the transition from school to the world of work by giving them the opportunity to develop and acquire related life skills. These experiences are intended to promote the independence and a sense of responsibility that is important for life in a changing world.

Purposes

The purpose of our Work Experience Scheme is to:

- Provide pupils with an understanding of the norms and values of the workplace.
- Assist pupils in their transition from school to work.
- Enable pupils to appreciate the changing nature of the work environment.
- Develop and reinforce Key Skills.
- Improve pupils' self knowledge.
- Increase pupils' employability skills.
- Give relevance to the work pupils do in school.
- Encourage pupils to consider the range of jobs available.
- Give pupils an insight into the workings of industry and business.
- Highlight the skills, qualification and experience needed by employers.

Guidelines

We endeavour to follow the guidelines of the BELB in relation to length of work experience, timing of work experience, scheme approval and registration of scheme. There is a teacher-in-charge of each of the Key Stage 4 and Key Stage 5 programmes. In addition:

- Pupils express an interest in a vocational area for placement.
- Pupils initiate contact with preferred place of work.
- Employers are contacted and participation is sought.
- Written parental consent is acquired.
- Indemnity and employer consent forms are completed.
- A copy of the school's Child Protection Policy is forwarded to all employers.
- Pupils engage in preparation for work experience and are aware of hours to be worked, appropriate standards of behaviour and health and safety at work issues.

- There is a clear line of contact between the school and the employer in case of an emergency. Employers are informed of the name and telephone number of the teacher responsible for the programme should a difficulty arise.
- Teachers should visit pupils at their placements to check progress and working conditions. School arranges for such visits to take place.
- Pupils are debriefed and encouraged to reflect on their experiences, recognise the attitudes and value system they have encountered, have increased awareness of health and safety at work issues and relate their learning in the classroom to the world of work.

These policy Guidelines are translated into action through other policies and procedures, for example:

Child Protection policy

Curriculum Policy

Behaviour Management Policy

Pastoral Care Policy