WORK EXPERIENCE PROCESS OUTLINE

Introduction of the Scheme:-

- Information for students (video, letter, assembly etc)

- Information for Parents/Carers & Employers which includes:
  - The current “Information for Parents/Carers & Employers” leaflet*;
  - A letter from you explaining your scheme etc sent/given to parents. There is a “Guideline for Letter to Parents & Employers”* to help you compose this letter;
  - The Approval and Consent Form* can be issued for parents/carers and student to complete Section 1 “Information about the Student” and return it to the school as soon as possible.
  - Parents Evening, if appropriate.

Finding of Placements:-

- Students find their own placements OR school arranges placements. Your Veryan WebView has details of the placements you have used in the past which pupils can use to make an application. The website page www.cornwall.gov.uk/workexperience has a section where students can look at “Work Experience Placements Available for Students to Apply for” and find placements that employers have offered.

- Approval and Consent Form circulated. This is a “two pass” form, one to parents/carers and one to placement provider:-

  1. Parents to complete Essential Medical Information section and return it to school/PRU for you as soon as possible to check the information is complete as far as you are aware. This will require medical information held in school on a student being checked to see if it appears on the form where applicable.

  2. Form sent/taken to employers to complete with:-
     a. a copy of the “Information for Parents/Carers & Employers” leaflet
     b. a copy of your letter explaining your scheme.

  3. Form returned to parents and students complete rest of form and return it to school

  4. School checks and signs the Approval and Consent Form:
     a. Check to see that Section 2 “Information about the Employer and Placement” is fully completed.
     b. Checks to see if the placement involves working with young people
     c. Checks to see that the Young Persons Risk Assessments is completed/attached
     d. Checks to see that it has been signed by all partners
     e. Decides if a CRB check is required
     f. Decides if placement is suitable for the student
• Details of placement are entered on the WebView.

**Preparation of Students:-**

• Work Experience Organisers must have a Scheme of Work with learning outcomes, based on the work undertaken in Careers/Citizenship/PSHE, which prepares students to go into the workplace. If students are working towards a qualification i.e. Certificate in Preparation for Employment this will provide a good grounding

• Scheme of Work for Curriculum Preparation with learning outcomes based on the “Programme of Study for Educating Children About Child Protection Issues on Work Experience” provided by the EBP.* This MUST be covered before ANY student takes up a placement, Block or Extended.

• Scheme of Work for Health & Safety Preparation with learning outcomes based on the “Health & Safety Preparation Programme of Study”* provided by the EBP. This MUST be covered before ANY student takes up a placement, Block or Extended.

**Briefing of Students:-**

• Introduction of Logbook* and how to use it.

• Students initial visit to employer (recommended) or telephone contact with supervisor to find out important pre-placement information. Student can then complete the “Work Experience Placement Details” section of Logbook.

• “Preparing Your Action Plan” section of Logbook completed by students and counter signed by teacher.

**Students on Work Placement:-**

• Teacher Visits take place:-
  - Checklist of visits to be made – which teacher is visiting which student.
  - **Teacher Visit Record Sheet** to be completed for each student on each visit. Teachers must have written guidelines for the visits.
  - Guidelines for Teachers visiting students, to take account of their own health, safety and welfare.
  - Visiting teachers to complete a **Teacher Visit Agreement Form.**
  - Check Logbooks – make sure students are completing logbooks and ask employer if they would complete the “Employers Report on the Student”

**De-briefing of students:-**

• Scheme of Work and learning outcomes

• Must include a letter of thanks from the student to the employer.

• De-briefing needs to be carried out immediately after the Work Placement.
Follow-up of Learning:-

- Action plan for future development
- Curriculum areas use work experience as a context for learning.

Evaluation of Scheme:-

- Feedback from employers, parents, students plus what you think went well and what needs to be changed for future programmes.
- Final Evaluation Report* given to Headteacher for presentation to Governors.

Feedback to Employers:-

- Letter of Thanks from student to employer highlighting positive outcomes sent to employer.

Review and Improvement:-

- Action Plan* for the future programme completed based on evaluation report.

* = Documents and/or guidelines can be found on the Cornwall Council website

www.cornwall.gov.uk/workexperience

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