

UNIVERSITY ACADEMY  
HOLBEACH



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# The University Academy Holbeach

*Principal: Sheila Paige*

## **Work Experience Policy**

March 2023

To be reviewed every year

Review date: March 24

## **Work experience policy**

### **Policy overview**

Work experience introduces young people to the work environment. It can be a valuable part of their education. We encourage and promote quality work experience placements. Young people at UAH are the future workforce. We aim to support our pupils to obtain placements that allow them to develop and learn.

### **Aims**

In Key Stage 5 all students are expected to source and complete a one-week placement during the second half of the summer term. The administration of this, including Health & Safety is provided by the UAH Employer Engagement Department.

In addition to this pupils studying T levels will complete Industry Placements. These provide the opportunity to develop the knowledge, skills and behaviours required for skilled employment in their chosen occupation. Each T level specification will require a minimum number of hours that must be completed in order to demonstrate threshold competence. There may be specific requirements for providers and employers to consider prior to a student commencing on a placement. Guidance can be found from the Institute for Apprenticeships and Technical Education.

### **Principles**

The Department for Education (DfE) defines work experience as “a placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks and duties, with the emphasis on the learning aspects of the experience.”

Meaningful work experience is:

- purposeful, substantial and offers challenge. It is relevant to a young person's studies and/or career aspirations.
- managed by a supervisor or manager. This ensures that students get a learning experience suited to their needs.
- structured to provide tangible outcomes for the student and the employer.
- clear about the roles, duties and expectations of both the student and the employer.

### **Health and safety and legal requirements.**

Work placement hours for young people under 18 should not exceed eight hours in any 24-hour period. They must work no more than 37 hours per week. There should be at least 12 hours break between each working day and two days of rest per working week.

The employer is responsible for the Health and Safety of the students whilst on work experience. Work experience students should be treated exactly the same as other employees and covered under the normal employers insurance arrangements. As part of arranging placements the Employer Engagement Department will check with employers that they have

the required insurance policies in place and that there are procedures to manage any relevant risks. Risk assessments are reviewed as appropriate by the academy. Where possible a member of the Employer Engagement Team will visit new employers once to check the work environment is suitable and to meet the main contact/supervisor. If this is not possible the employer will be contacted by telephone.

Students and parents are recommended to check and follow government advice: [Young people and work experience: A brief guide to health and safety for employers \(hse.gov.uk\)](#) and [Work experience \(hse.gov.uk\)](#)

We request that providers of work placements report any absence or concerns to us as soon as possible. In the event of a student being unable to attend due to sickness, the parent/pupil should contact the employer directly to inform them and then contact the academy.

### **Safeguarding**

If a child under the age of 16 participates in a work experience placement a children's barred list check via the DBS might be required. The academy will consider the specific circumstances of the work experience, the nature of the supervision and the frequency of the activity being supervised. Schools and colleges are not able to request that an employer obtains an enhanced DBS check for staff supervising children aged 16 or 17 on work experience. For students over the age of 16, if the work placement takes place in a specified place such as a school, then the work experience provider should consider whether a DBS enhanced check should be requested.

### **Procedures**

- All KS5 placements are currently processed by the UAH Employer Engagement Department, who agree a job description with the employer and ensure that adequate safeguarding and health and safety arrangements are in place. Sharing of student medical information and support needs and parental consent forms part of this process.
- Details of employers are kept by the Employer Engagement Team on a school database, which is reviewed annually in line with GDPR requirements
- Pupils will be inducted by the Employer on Health and Safety at Work procedures at the start of their placement.
- As part of their preparation for work experience the student will complete three Unifrog tasks, How to contact employers. How to behave in the workplace and Health & Safety in the workplace.
- The student is expected to complete the Unifrog Work Experience Journal.
- The student will review their progress at the end of the placement with their Form Tutor.

- The school and the Employer reserve the right to terminate the placement if any student is deemed to have behaved in an inappropriate manner or the placement is no longer considered appropriate.

Useful Information:

HSE Guidelines

<https://www.hse.gov.uk/young-workers/index.htm>

Safeguarding young people on work experience

<https://dera.ioe.ac.uk/1966/1/safeguarding%20young%20people%20on%20work-related%20learning%20including%20work%20experience.pdf>

Keeping Children Safe in Education

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1101454/Keeping\\_children\\_safe\\_in\\_education\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf)

Institute for Apprenticeships & Technical Education

<https://www.instituteforapprenticeships.org/>

Unifrog

<https://www.unifrog.org/teacher/resources/series-work-experience>