

**WORK EXPERIENCE POLICY FOR THE WEST OF ENGLAND**

**ADOPTED BY THE FOUR UNITARY AUTHORITIES OF**

**BATH AND NORTH EAST SOMERSET BRISTOL**

**NORTH SOMERSET AND SOUTH GLOUCESTERSHIRE**

**July 2008**

**STATEMENT OF INTENT**

The four South West Local Education Authorities and Connexions West of England are committed to achieving a programme of work experiences which aims to: -

- Be of a high calibre for the students involved, gives them a real understanding of the world of work and enables them to record their achievements and potentially gain certification through the use of the Work Experience Log Book or similar support materials;
- Improve the key and employability skills of the student as part of the lifelong learning entitlement, including communication, literacy and numeracy;
- Be an enhancement of the students understanding of the National Curriculum and other subjects;
- Improve the general personal and social development of the student;
- Assist the student in deciding the type of work they might want to do in the future
- Be as safe as is reasonably practicable for the students involved and ensures that the duty of care and the responsibilities that the school have in regard to loco parentis are discharged.

## ORGANISATION

The following agencies have responsibilities to ensure that Work Experience placements are suitable for all students:

- 1) The school**
- 2) The Local Education Authority**
- 3) Connexions West of England**
- 4) Trident From Edexcel**

Their individual duties are laid out below

### **1) The School**

The School must ensure that students have placements which are linked to their educational needs, fulfil the aims outlined above and are monitored for quality. The Connexions West of England Work Experience Certificate Log Book or a logbook of similar quality being recommended to assist in this respect. Schools must ensure that all placements used are entered through the Wex on line or Wex on line plus systems to ensure that they are Health and safety vetted and approved. Any placement not on the current Health and Safety Approved list need to be entered into the system a minimum of eight weeks before the placement commences or 12 weeks for placements outside the West of England area. Schools will also ensure that Consent is obtained for each student from both the employer and the students parent through the completion of the Consent form on Wex on line Plus and Wex on line. Information on all work experience placements and the students going on them will be passed to the designated officer for child protection for approval to ensure that students are not going on placements where there is reason to believe that others could be put at risk.

### **2) The Local Education Authority**

The Local Education Authority will work with Connexions West of England to ensure that all students on work experience will only go on approved placements. The unitary authorities will also nominate designated representatives to meet with Connexions West of England on at least a termly basis. The purpose of these meetings will be to allow the unitary authorities to monitor the provision of work experience placements, be satisfied that all involved parties are adhering to this policy, and be involved in the decision making process regarding the continuous improvement of the service.

### **3) Connexions West of England**

The Learning and Skills Council contract Connexions West of England to oversee work experience provision. Connexions West of England strive to ensure that there are policies and procedures in place to enable work experience placements to reach the standards laid down in the statement of intent, that they are within the financial constraints of the available funding, and that an efficient and satisfactory relationship between the different partners is maintained. In addition it will also have arrangements in place to ensure that the LEAs are able to fulfil the statutory obligation they have in regard to the health and safety of their students and monitor Trident from Edexcel to ensure that the placement checks carried out are in line with the Contract Schedule between the two organisations. Finally, in conjunction with its partners, Connexions is committed to continuous improvement and upgrading of work experience provision in the West of England area.

#### 4) **Trident** from Edexcel

Trident from Edexcel will ensure that all placements are checked to a standard approved by Connexions West of England and in line with Learning and Skills Council recommendations. They will maintain a database of approved placements to be updated on a regular basis and ensure that schools, the LEA and Connexions West of England are kept informed of all issues regarding the checking of placements and they will ensure that employers are informed of their responsibility in regard to risk assessment and child protection precautions.

#### **Procedure for the checking of work experience placements**

All placements will be approved before use by Trident Trust using a Learning And Skills Council approved system. They will then be entered on the Approved Work Experience Data Base where they will be valid for all placements for three years two years or one year depending on whether they were considered to be low medium or high risk. Extended work experience placements need to be re-inspected every 12, six or three months whilst a placement is taking place, again depending on whether it is a high, medium or low risk placement, to ensure that the student is carrying out the tasks agreed within the risk boundary.

**Detailed information on the procedures of running Work Experience Placements in the West of England area is included on the [www.experiencesofwork.co.uk](http://www.experiencesofwork.co.uk) website. Please follow the links below.**

[Introduction to experiencesofwork.co.uk](#)

[Work Experience Coordinators and Practitioners guide](#)

[Health and Safety for schools and Employers.](#)

[FAQ](#)

[Promoting Diversity](#)

[Best Practices and Resources](#)

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