



Policy Name: Careers and Work-related Experiences
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Review date history	Reviewed and edited by	Proprietors Nominated Person
1 st September 2021	Jennifer Parry	Tonia Lewis
5 th September 2022		
23 rd October 2023	Sarah Woffenden	
17 th June 2025	Rebecca Hill	

Mission Statement

Preparing learners for the future by providing a sustainable outstanding educational experience where all students realise, pursue and achieve their full potential, aspirations and desire to positively impact on their employment prospects, enabling them to thrive as adults.

Rationale

Young people need to be equipped to take their place in a rapidly changing world of work within the global economy. Careers and Work-related experiences (CWRE) The world of work is not solely about the world of paid employment. Opportunities for volunteering and community participation can also contribute to the development of young people's work-related skills, is it about the relationships between young people, their learning and the world of work, enabling them to see the value of education, qualifications, and skills. CWRE is part of our basic curriculum for all 9-16 year olds and it is also part of the requirements of the learning Core of Learning pathways 14-19.

Key Aims

To ensure that our students at Greenfields are able to:

- Develop attitudes and values required for employability and lifelong learning
- Manage their individual learning pathways and make effective career choices
- Develop their transferrable employability skills; skills required by employers
- Become entrepreneurial
- Be motivated to face the challenges, choices and responsibilities of adult life.
- Engage in Community Participation

Commitment

We are committed to:

- A planned programme, appropriately differentiated for all our learners
- Access to individual advice and guidance on choice and progression
- Delivery that promotes equality of opportunity and inclusion
- Varied participation in work- related experiences
- Growing links with the 14-19 network
- Developing local business links
- Links with local colleges and vocational training providers
- The use of the national framework and guidance as a basis for our learning programme

Work Experience

Learning through work-focused activities is an essential part of Careers and work-related experiences (CWRE). Work-focused experience includes all activities that directly equip learners in their understanding of and competence in the world of work. This includes work experience placements-this can give learners improved knowledge of the world of work and a greater awareness of the range of opportunities and routes available to them. Employability is what young people will need in order to thrive in their future working lives -a mixture of skills, attitudes, knowledge and understanding that will need to be maintained and refreshed throughout.

Work-related experiences benefit young people by helping them to:

- Develop an understanding of the purpose of work in life for themselves and society
- Become increasingly aware of the range of opportunities available to them
- Develop the attitudes and behaviours required to overcome barriers to employability, career management and lifelong learning
- Explore opportunities through a variety of meaningful experiences in learning, work and entrepreneurship
- Develop resilience and the ability to be adaptable in response to challenges, choices and responsibilities of work and life

INTRODUCTION

The key aims of work experience programmes for students are:

INDIVIDUAL:

- To enable students to develop self-awareness and self-esteem.
- To develop determination, self-confidence and resilience.
- To bring them to acquire a sense of social and moral responsibility.
- To explore possible careers.
- To promote in them an open, motivated attitude to education.
- To provide a work-related experience to help further develop their transferable skills, knowledge and understanding of the world of work.

RELATIONSHIPS

- To encourage students to develop positive relationships with peers and adults in formal situations.
- To encourage tolerance, respect and sensitivity to the needs and values of others.

ACHIEVEMENT

Young People:

To enable students to gain experience in the work place, to have access to careers advice and to ensure they have a clear route of progression into further education, training or employment. Work experience can improve all round motivation, giving students a new appetite for their examination courses at Greenfields School. We have seen many students develop maturity, as well as particular skills, through work experience: some encounters are unexpectedly supportive, some very sobering. If a placement breaks down, for whatever reason, issues are always discussed with the student before an attempt is made at a alternative placement. Work experience gives greater meaning to careers advice and helps students to decide upon their way forward. At Greenfields School, we believe that a well-managed work experience is of particular importance to our students, and that it is given appropriate weight in our overall careers programme for students.

Greenfields School takes its safeguarding responsibilities very seriously and follows the stringent guidelines set out by South East Wales Safeguarding Children Board (SEWSCB), as well as its own school procedures, to enable a safe working environment for its young people. As detailed in Greenfields School Safeguarding Policy, personnel receive regular training on all aspects pertaining to young people, including work related learning and child protection.

EMPLOYERS

Employers involved in work experience have reported numerous benefits which include:

- raising their profile in the community as a caring employer-and with their own staff.
- helping to create a positive image of the industry in the minds of young people.
- increase the motivation of staff and providing opportunities for staff development, particularly supervisory, support and training skills.
- access to students as future employees and developing possible recruitment links with schools and colleges.
- tightening up working practices, especially reinforcing health and safety practices.

ELIGIBILITY

The Senior Leadership Team will consider all Year 10 and Year 11 students attending Greenfields School to be eligible to attend Work Experience; depending on the date of the students' enrolment and individual risk assessment. *1

PURPOSE

- Obtain a wider awareness of careers and work-related experiences as part of their general education.
- Learn skills outside the classroom.
- Increase their economic and labour market Information (LMI) understanding.
- Relate their studies to the world of work and training.
- Self-esteem, self-confidence building and resilience.
- All round improvement in motivation.
- To become fully aware of all aspects of Health & Safety in the work place.
- To appreciate the benefits of work experience.
- Broaden their career aspirations
- Give student more responsibility and build on using their own initiative.
- Encourage punctuality and independence.
- Improve communication skills.
- Offer CSCS H&S training

PROCEDURES

- Prepare students in learning about safe working practices, environments and behavior management issues before they start work experience.
- Approach employers to explain and inform about the nature of the students we wish to place, what is involved and to set up the work experience programme.

- Ensure a Greenfields School individual risk assessment for each student being placed is forwarded to the agreed work experience provider.
- Students attend an informal meeting with employer.
- Arrange a taster-day.
- Commence placement once a week increasing the number of days if it is in the student's interest.

MONITORING

Forms to be completed:

- Medical information form
- Employers' information form
- Risk assessments
- Daily phone calls
- Visits (dependent on whether placement is block or extended)
- Attendance register
- Update for staff, parent(s)/guardian(s) and students

End of placement:

- Pupil/parent/carer/employer de-brief and evaluation

The aim is to make work experience a pleasant and valuable experience for both the employer and student. The strict monitoring of placements is aimed at ensuring that students are given every chance of succeeding while on work experience. If the placement breaks down the students are immediately withdrawn and after debrief an alternative place found if requested.

POSITIVE OUTCOMES FROM WORK EXPERIENCE

- Employment, apprenticeship or training offered by employer to the young person
- Attend relevant college courses as a result of work experience
- Employer references
- Positive relationship between employer and school

CONTINUING AIMS FOR THE CAREERS COORDINATORS

- To continue the good practice already established.
- To provide the opportunity of work experience to all Key Stage 4 students at Greenfields School

Related policies

CWRE policy links with and supports other policies including 14-19 Learning pathways, teaching and learning, equal opportunities, health and safety, Personal and Social education and work experience.

Review procedure

The CWRE policy will be reviewed annually and forms part of the annual leadership and management audit completed by Head of Education, Declan Tuer. The results of the review and audit will be communicated to Tonia Lewis and line managers.

APPENDIX A

Work Experience

Definition

This policy provides a framework for preparing all students for the opportunities, responsibilities and experiences of adult life through work experience.

Aims and Objectives

The policy seeks to achieve the aim of students experiencing work at first hand and in doing so meeting the following objectives:

- Providing students with careers education and guidance by giving students a better understanding of changes in the world of work and the implications these have for their own careers.
- Understand how an employing organisation function.
- Experience the social relationships at work and in doing so develop a sense of increased maturity, with improvements in aspects such as motivation, self- confidence, interpersonal and transferable skills.
- Assess how they will adapt to working patterns and relationships outside school.
- Gain the self-confidence needed in an adult world.
- Develop practice and demonstrate both employability and wider skills and knowledge for adult life.
- To record and evaluate their time whilst on work experience placement.

When an agreed placement has been secured The Careers Coordinators at Greenfields School will:

- Arrange a meeting with the employer and student to discuss their roles and responsibilities etc...
- With permission of the student and residential care home, disclosure of relevant information i.e. medical conditions or other personal information will be passed to the placement if required (special arrangements may be needed for medical problems, such as asthma, colour blindness, epilepsy or hearing/vision impairment.
- A health and safety check will be completed and confirmation that the placement has Employer's Liability and Public Liability Insurance (proof of certificate)
- Request employer/employee DBS for adults who will be in contact with pupils.
- Employer Risk Assessments and Risk Management arrangements are in place
- When the relevant documentation is received from the work experience placement, the Careers Coordinators will make the necessary arrangements for the placement to begin.

Safeguarding students on Work Experience

A briefing is undertaken at Greenfields School with all students to give learners a basic understanding of their responsibilities for health and safety as well as personal welfare. This includes:

- The importance of participation of a health and safety induction when they initially arrive at placement, to ensure their safety and safety of others.
- Appointed First Aiders
- Fire emergency procedures
- To whom they will be responsible at the work experience placement (Foreman, Manager etc...)
- Emergency contact (Care Worker, Careers Coordinators, school)
- Travel arrangements
- Protective clothing and footwear (PPE)
- Break/lunchtime destination (to be agreed with the supervisor)

It is essential that the work experience placement is provided with emergency contact details and informed of any relevant information that may put the student or other people at risk. It is also necessary to provide support from Care Staff for the student whilst on placement if required.

With reference to those students who access alternative providers of education for part of their timetable, those establishments are asked to provide:

- Proof of DBS checks.
- A copy of their current risk assessments that cover those students working on their premises or, if applicable, satellite sites.
- Employers/Public Liability Insurance certificate

Block Placements

- Telephone call to the placement will take place every morning to monitor attendance and progress.
- Liaise with Care Staff and school.

Extended Placement

- If the placement is required for an extended period, daily telephone calls and regular work experience/vocational reviews with the employer will take place.

Equal Opportunities

- No Student is denied a placement for reason of race, disability, religion or gender. All applications are considered on availability, risk management and merit.

Special Needs

All students' special needs are taken into consideration when placements are allocated, and, where necessary employers are informed of their specific needs and provision discussed between the work experience coordinators and the employer.

Input in policy	Role	Person in role	Date:
Review	Work Experience and Vocation Placement Co-ordinator	Sarah Woffenden	24 th October 2023
Discussed questions during review of policy	Acting Head teacher	Sarah Hale	17 th June 2025
Analysed and audited review of the policy	School improvement	Rebecca Hill	17 th June 2025