

Experience of the workplace and work experience guidance for 2023/24

1. S6C's commitment and vision statement for careers guidance

At S6C, careers education is designed to provide stimulating learning opportunities to inspire young people to explore and then pursue a wide range of career opportunities. We encourage and support students to develop skills that equip them for further study and working life, challenging them to realise their full potential regardless of social, economic or cultural background and ensuring they have explored the full range of pathways for progression available to them.

We believe that equal access to career education promotes equality, diversity, social mobility and challenges stereotypes. S6C is fully committed to developing students to equip them for their future education and career path through careers related learning in their study programme.

The College recognises the importance of providing impartial careers advice and guidance and as such will ensure that there is an opportunity for a range of education and training providers to access their students for the purpose of informing them about approved technical education, qualifications or apprenticeships.

S6C believes careers education is fundamental in supporting young people to achieve and realise their full potential and empowers them to plan and manage their own futures through the development of key skills such as;

- Time management
- Self-awareness
- Motivation

- Team-work
- Problem Solving
- Decision making
- Transition learning.

Read more in our full Careers Policy here:

<https://www.salisbury6c.ac.uk/students/careers/>

2. Experience of the workplace aims

In line with Gatsby Benchmarks 5 and 6 (encounters with employers and experience of the workplace), the learning aims for work experience at S6C are:

- seeking out challenges and opportunities for development by testing out career plans and developing employability skills
- reflecting on and recording achievements, experiences and learning and communicating them to others in future applications and interviews
- actively researching and reflecting on workplaces, workplace culture and expectations and gaining experience of the workplace
- analysing and preparing for recruitment and selection processes
- building and maintaining relationships and networks within and beyond the school

3. Definition of experience of the workplace

According to Gatsby Benchmark 6 (experiences of the workplace) “Every learner should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks. By the end of their study programme, every learner should have had at least one experience of a workplace, which is additional to any part-time jobs they may have.”

<https://www.gatsby.org.uk/uploads/education/final-0099-qcq-college-booklet-a5-4-pp-rgb-aw1.pdf>

Therefore, a work experience placement includes:

- Work experience placement(s)
- Work shadowing opportunities
- A regular volunteering placement

- Workplace visits where a task has been completed and employer feedback given or in combination with a virtual placement
- Virtual work experience placements in combination with a workplace visit

Every student should have had at least one such experience by the May half term in Year 12 in addition to any part-time jobs they may have. Extra unpaid hours completed with a current employer will also not count towards their work experience placements.

The placement(s) should be the equivalent of at least 3 working days, or hours to add up to around 20 hours of work. Students can do a combination of the above types of placements providing that across their experiences they have:

- met a range of people from the workplace;
- there is extensive two-way interaction between the student and the employee;
- and the student must perform a task or produce a piece of work relevant to that workplace and receive feedback on it from the employer.

All placements must be recorded on Unifrog and the employer and parents must have completed the relevant sections of the placement form and the form must be approved by the College before the placement commences.

Because of the range of opportunities that count as work experience, from now on it will be referred to as “placement” to encompass all types of workplace experiences.

4. Expectations

S6C will encourage students to complete their placements in their independent study periods, on inset days or reading days (such as the Freshers Day for new incoming students in June), in College holidays and in the days beyond the end of the Summer term before other schools break for summer holidays.

Students may be permitted to miss lessons to complete a placement if they obtain written permission from their teachers and the headteacher prior to the placement being recorded on Unifrog. The placement(s) should be the equivalent of at least 3 working days, or hours to add up to around 20 hours of work.

All students are expected to arrange their own placement by contacting employers and making arrangements. They will be supported to do this through guidance from the Careers Leader in a launch assembly in the Autumn term, and from tutors in the Life Skills and Careers Passport lessons where they will learn about professional

communication and health and safety in the workplace.

5. Coordination of placements

Placements are overseen by the Careers Leader. Administration of the placements may be carried out by the Careers Leader or by a tutor.

Students will receive guidance to arrange their own placement through Life Skills and Careers Passport lessons. Health and Safety checks will also be carried out on employers where necessary according to HSE guidance.

(<https://www.hse.gov.uk/young-workers/schools-colleges.htm>)

6. Assessing the suitability of placement

All placements must be recorded on Unifrog and the employer and parents must have completed the relevant sections of the placement form and the form must be approved by the College before the placement commences. This ensures that all relevant safeguarding and health and safety measures are in place.

Employers will be expected to provide a copy of their Employer Liability Insurance and to confirm any additional risks or safeguarding issues that might be present in the placement. They will also be asked to confirm that they have a risk assessment and health and safety policy.

Any placements where additional risks may be present will be checked by CSW Group who are “trained to IOSH and/or NEBOSH level. They undertake duty of care checks with employers for work experience placements to ensure they are assessed/reviewed as suitable and compliant to provide a student placement location.” (<https://cswgroup.co.uk/home/education/workplace-education/>)

7. Evaluation

The programme is evaluated by students following placements through the Unifrog form, a work experience booklet provided by Unifrog and through Careers Passport lessons following the placement.

The programme is also evaluated by the employers hosting placements through the Unifrog form. S6C tutors will also conduct check-ins during the placement by phone

or email and notes from these check-ins will be reviewed and evaluated by the Careers Leader.

8. Monitoring

This guidance will be reviewed annually by the Careers Leader and SLT and will take into account feedback from students and employers about placements completed in the year in order to improve the placement guidance.