

Policy Title: Key Stage 4 Work Experience Policy	Effective Date:	February 2021
SMT Member Responsible: Alison Simpson	Review Date:	February 2024
Governors' Committee Responsible: Curriculum		

1. Rationale

Sheldon School believes that Work Experience (WEX) has an important contribution to make in preparing pupils for adult life and developing employability skills. Work experience is a fundamental part of our Careers Education Information, Advice and Guidance (CEIAG) provision.

2. Objectives

- 2.1. Ensure parents, carers, and pupils understand the organisation and expectations of work experience and the employing agencies.
- 2.2. Vocational awareness will be developed in preparation for, and during their WEX placement.
- 2.3. Pupils will have an opportunity to develop further their self-awareness and self-esteem.
- 2.4. Enable a variety of approaches to the preparation of WEX to develop key skills.
- 2.5. Develop stronger links with the local business community.

3. Monitoring

- 3.1. The Work Related Learning (WRL) co-ordinator will ensure all placements are suitably Health and Safety checked by a rigorous internal process.
- 3.2. Pupils and parents will be given an opportunity to learn about the process and expectations via assemblies, tutor visits, and parent information evening.
- 3.3. Tutors will support the WRL co-ordinator in the delivery of the programme; support materials will be provided by the WRL coordinator.
- 3.4. Communication with pupils and employers will be organised by the WRL coordinator and relevant members of staff.
- 3.5. Throughout the process the WRL coordinator will liaise with the school matron, the school Child Protection officer and SENDCO. Employers will be informed of relevant information on a need-to-know basis.
- 3.6. Pupils undertake a debriefing session to reflect on their experiences, reflect on career paths and any issues raised will be explored or dealt with.
- 3.7. The WRL coordinator will evaluate the process through the Parent Forum and Pupil Voice. All pupils will complete an impact measures questionnaire.
- 3.8. Employer feedback will also form part of the evaluation process.