WORK EXPERIENCE POLICY

At the Angmering Sixth Form, work experience is part of the school's curriculum for all students and in line with the Gatsby Benchmarks it ensures that we comply with Benchmark No. 6 (by the end of their study programme every pupil should have had at least one experience of a workplace, additional to any part-time job they may have). It is prepared for, celebrated and reflected on, being reinforced by complementary parts of the curriculum, including our tutor programme. Work Experience is an integral part of the Careers Education, Information, Advice and Guidance (CEIAG) programme. We believe that all students should appreciate the importance of lifelong learning and be actively involved in their own learning and action planning, and setting targets for improvement. All of these elements can be found within the Work Experience programme for Year 12 students.

Related documents: Careers Education, Information, Advice and Guidance Policy
Work Related Learning Policy

DOE Careers guidance	July 2023	Gatsby Benchmarks
6. Experiences of workplaces	Every student should have firsthand 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 pupil should have had at least one experience of a workplace, additional to any part-time job they may have.

AIMS OF WORK EXPERIENCE

- To improve student self-esteem and self-confidence.
- To increase self-awareness, especially personal skills, talents, interests and potential.
- To increase future employability by developing transferable skillsTo raise aspirations and awareness of education, training and career opportunities, and to inspire students to achieve their full potential.
- To assist in the development of a personal career action plan.
- To give an understanding of employers' expectations.
- To gain real life experience of working conditions.
- To increase understanding of why services, industry and commerce are important in our society, and how they interact.
- To relate classroom learning to real life applications.
- To strengthen application to university or employment.

LINKS WITH EMPLOYERS

The Angmering Sixth Form continues to expand on excellent relationships with a number of local businesses. However there are a limited number of opportunities available each year and students are required to make their own arrangements where possible.
In addition to this, members of the local business community also give generously of their time and resources to assist with mock interviews, employability support, our own Careers Fair, taster days and career talks and information sessions.

ROLES AND RESPONSIBILITIES OF STAFF INVOLVED

The Leader of Sixth Form is responsible for Post-16 careers and has oversight of the Careers Education Information and Guidance Programme and Work Experience. The Careers Administrator / Work Experience Coordinator has day to day responsibility for the Work Experience programme, carrying out the administrative duties, making connections with local employers and sharing opportunities with students.

CURRICULUM LINKS AND RESOURCES DEVOTED TO THE PROGRAMME

Work Experience is an integral part of the CEIAG programme. It is viewed as a key experience in the Curriculum Support and Pastoral Care Programme.
There are six stages to the Work Experience programme.

1. Preparation	Planned programme through assemblies, with Tutors in seminars, and independently, through resources given out during the Autumn Term of Year 12. Students can seek advice and support through the Work Experience Coordinator and other staff including independent careers guidance.
2. Briefing	In assemblies and tutor periods and through the resources given to each student.
3. Placement	In various business settings chosen by each individual student. This normally takes place during the allocated work experience week in July. Each placement is checked for safety in advance by the Work Experience Coordinator, with parent consent, medical and emergency details passed onto the employer.
4. Debriefing	Summary and evaluation of experience, including identification of skills and knowledge gained during Futures lessons. Informal discussion in lessons and registration.

5. Follow up	A planned programme where learning is consolidated and targets are set during year 13 tutor programme. Written reports are received from employers following the placement for most students. Reports are returned to the student and a copy stored to be reviewed in Year 13.
6. Evaluation	Success of the programme and placements evaluated by both students and employers.

OTHER CURRICULUM SUBJECT LINKS

All subject areas are encouraged to display information about employment opportunities linked to that subject, to inspire and inform. Information matching employment opportunities to subject areas at various qualification levels can be obtained from the Careers advisor and software packages such as Unifrog.

ORGANISING BLOCK PLACEMENTS

All students are asked to choose a placement that will be challenging and commensurate with their career aspirations and potential, at least a full term in advance. Before deciding on a placement, students are encouraged to carry out research and seek advice from teachers, tutors, family and careers staff. The school will provide as much support as the student needs to secure a suitable placement. Placements are not arranged by the school as we find that where students have more involvement in the process of gaining a work placement, such as research and contacting employers, almost always benefit more. This also sets students up to prepare for the process of job applications in the future.