

The Bosco Centre	
<b>Policy:</b>	<b>Work experience and policy and procedures</b>
<b>Applies to:</b>	<b>College and Independent school</b>
<b>Reviewed:</b>	<b>November 2018</b>
<b>Next Review:</b>	<b>November 2019</b>

### **WORK EXPERIENCE POLICY AND PROCEDURES**

All students on the study programme at The Bosco College are required to carry out work experience. The College is committed to enabling all students, through work experience, to be better prepared for the world of work by providing them with opportunities to acquire the necessary skills and motivation to gain future employment.

**The value of work experience is clearly discussed during the Initial Assessment interview, by the interviewer with the potential student, in order to provide her / him with a clear understanding of the purpose of work experience and the benefits they gain from it.**

Every student is monitored throughout their programme for readiness and motivation and the work experience co-ordinator discusses their options and placement opportunities. These are related to each students interests and vocational qualifications. Work experience offers students:

- Benefits and opportunities to enhance their knowledge and understanding of the requirements of the workplace
- Learning of attitudes and behaviours expected at work
- Awareness of jobs that they had not previously thought of
- Help to inform career choices.

Prior to attending their placement the student will be given a work experience booklet which must be completed and brought to the debriefing interview

#### **Work Placement Co-ordinators:**

Valerie Stapleton / Theo Harris

#### **Together they are responsible for:**

- Liaising with existing employers and identifying new placements for students in the local area
- Organising work placements with local employers
- Making a judgement on the suitability of the placement for the individual student, taking into account the student's age and maturity
- Carrying out Health & Safety checks in the workplace prior to the visit
- Completion of all paperwork required for the work experience and manager's feedback
- Systematic reviews and monitoring of all paperwork
- Preparing students for their placement; offering support and guidance
- Checking / advising on suitability of CV's, updating if necessary

- Ensuring that the student has received, prior to attending her / his placement, a work experience booklet and that she / he returns it to the College on completion, for discussion during the debriefing interview
- Accompanying and introducing the students to the employer
- Checking that the student is punctual and present each day
- Meet with the student and the manager during the placement, to discuss progress
- Keeping the Principal informed of the student's progress
- Obtaining a reference from the manager re. the student's attendance, suitability for the work given and their work ethic etc.
- Debriefing the student when she / he returns to College
- Meeting the student, with the Principal, to discuss the work experience and how s/he has benefitted from the opportunities gained from the work placement
- Checking that the student updates their CV to include their work experience

If specific clothing is required, the College will give the student a small allowance to help with costs and an application form to claim an Oyster card for travel.

### Health and Safety

Under the Health and Safety (Training for Employment) Regulations 1990, an unemployed trainee, such as a young person on work experience, must be considered by the employer as an employee for the purposes of health and safety. The criminal responsibility for the safety of students in the workplace rest firmly with the employer and cannot be delegated, excluded or transferred. The workplace co-ordinator is responsible for making a judgement on the suitability of the placement for the individual student, taking into account the student's age and maturity. This Health & Safety check will be carried out before the student starts her /his placement.

In the event of a student or employer making a complaint of, for example, discrimination or harassment on the grounds of sex, race or disability, bullying or other inappropriate behaviour, the Bosco College will undertake a full investigation.