

Bilborough Sixth Form College **Work Experience Policy**

Work experience is an important and integral part of the education and experience of our students during their time at college. Work experience aims to provide opportunities to develop awareness and skills for the world of work and demonstrate skills they have learned in the workplace.

1. College expectations

All students should engage in meaningful work experience. This refers to all forms of work-related activity including work tasters, running a student enterprise, participation in social action (e.g. NCS), volunteering or a work experience taken with an external employer. Meaningful work experience can be performed both in-person and virtually, and the college believes that a blend of both approaches will support students in the development of key skills for the modern workplace.

We are encouraging as many students as possible to complete a work experience which they can source themselves or find via one of the college links but whichever route they choose they must follow the procedures below for this to be authorised as work experience.

2. Timescales

Whilst a range of work-related activities will be organised by the college across the two years of the student's study programme, we can authorise up to 5 days of work experience in college time and this is subject to the necessary approval (see below). Additional work experience can be undertaken during holidays times and the necessary approval (see below) still needs to be completed where possible.

Students must not arrange work experience during Work-related Experience and Progression event (WREP) in June, course trips, or exams.

Students are expected to liaise with their teachers regarding missed work before the work experience.

3. Role of the college

We have a centrally coordinated system for administering work related activities. We use the external agency "Unifrog" to process, authenticate and quality assure our work experience procedure. In order for students to complete the work experience element of their student programmes they need to meet with the Work Experience Coordinator to start a formal process. Students must see the Coordinator and log the work experience using Unifrog.

Key points of consideration for a student before the first meeting:

- i) Where is the work experience?
- ii) When will the work experience take place?
- iii) How will this work experience benefit my future career aims?

4. **The process**

Any work experience not gained through this process will not be counted as part of the student's study programme and the college takes no responsibility for such activities. Students will be informed of this during the start of year process.

See Appendix A for a flowchart of the college process.

5. **Before the Work experience**

At the initial meeting with the Work Experience Coordinator the student will receive advice and guidance. This must take place **at least 2 weeks before** the work experience is due to begin so that the necessary checks can take place to ensure that the required health and safety executive guidance and college safeguarding policy have been followed.

Students complete the Unifrog initial form with support from the Work Experience Coordinator. This then generates Unifrog forms which are sent to the employer and parents/carers to complete. Once all three forms are completed, the Work Experience Coordinator reviews all the documentation and then either approves or declines the work experience. If approved, the student, parent/carer and employer are informed via Unifrog and the Work Experience Coordinator will authorise the absence on the register.

We reserve the right not to authorise a work experience. Possible reasons could include:

- Safeguarding concerns;
- Not enough notice given;
- Booked during exams, WREP week or course trips;
- Incomplete or inadequate paperwork;
- Environment deemed too high-risk for students (risk rating discussed at initial meeting)
- Employer not able to confirm arrangements in place for liability insurance.

6. **During the Work experience**

College representatives reserve the right to monitor the work experience and complete random visits (especially in the case of medium or high-risk work experiences) and where necessary end the work experience as the student's welfare is of paramount importance to the college.

Students reserve the rights to end the work experience at any time if they feel unsafe. Students will receive an email (if the work experience longer than a day) to check on their experience. Students will be made aware that if they have any safeguarding concerns including discrimination or bullying, they should cease their participation and contact the safeguarding team at college and the Work Experience Coordinator immediately:

College Safeguarding Lead- Michelle Harvey michelle.harvey@bilborough.ac.uk
Work Experience Coordinator – Joanna Zielinska (term time only):
Joanna.Zielinska@bilborough.ac.uk

7. **After the Work experience**

The student and the employer will be notified by Unifrog to review the work experience. This will include the activities and projects completed, and the employability skills gained. It also gives the opportunity to review the quality and meaningfulness of the work experience. Any feedback disclosing unsafe practices will be followed up and investigated.

Appendix A: Work Experience Process flowchart

