



Work Experience Good Practice for Schools

Policy

- Do you have a work experience policy?
- Are all of these documents reviewed periodically and currently up to date?

Organising

- Are there clearly defined roles and responsibilities?
- Are there additional staff allocated as deputies in case of absence?
- Is there a reporting line to a member of staff of the SMT within the school?
- Is there an out-of-hours contact system?

Planning and implementing

- What preparation do the students have prior to starting in a placement?
- Are the school staff fully involved in the students' Work Experience?
- Does the school liaise with an external organisation in providing work experience?
- Do the school staff understand the work experience process and documentation?
- Is the relevant work experience documentation retained securely at the school?
- What is the procedure, within the school, if a student has an accident or other incident whilst on placement?

Monitoring

- Are all students visited, at the employer's premises, by a teacher during the placement? If not, are phone calls to employers made to see how the students are getting on?
- Do staff know what action to take to progress an issue with a student?
- Do all staff visiting or making phone calls understand what action to take if the student is not at the employer's premises?

Review

- Are students debriefed following work experience? • Is this feedback information fed back into the process?
- Is the external organisation (if used) consulted to ensure improvement?
- Is there a formal review of the work experience process?

General ideas

- Assembly Launch and login sessions with parents and students.
- Lesson time.
- Drop-in session (Catch Up) when appropriate.
- Own Placements in 4 months before start date.
- Start the process at least 6 months before work experience.