



**Ballyclare Secondary School**

**Work Experience Policy**

# Ballyclare Secondary School

## Work Experience Policy

### Rationale

Work Experience has an important contribution to make to the education of all our pupils in order for them to make an effective transition from school to adult working life.

### Aims and Objectives

The aims for work-related learning focus on the provision the school makes for opportunities for students to prepare for adult working life. These include:

- to improve educational standards through using contexts that improve motivation and attainment for all students;
- to ensure that students follow courses and programmes which are appropriate to their longer term aspirations and needs;
- to improve students understanding of the world of work and its demands;
- to improve the quality of provision and guidance;
- to increase access and choice for all students;
- to improve the transition of SEN students from school to adult working life

### 1. Activities in school

The range of activities the school is currently using in order to help meet its objectives include:

- A Levels
- GCSE courses
- Other relevant vocational courses and qualifications
  - Careers Education, Information and Guidance including the Careers Choice Evenings
- Work Experience The school wishes to promote work related learning as part of the learning entitlement for all students at KS4 and KS5 (Health & Safety at work promoted)
- Young Enterprise (KS5 only)
- Interview Skills –Workshop, Year 12
- Study Skills Year 12,13 &14

### 2. Curriculum development

Work-related learning within the school enables each curriculum area to make a full contribution through:

- the development of schemes of work that recognise the importance of

work-related learning in preparing students for adult and working life (LLW programme);

- ensuring that all students have access to some work related activities which are appropriate to their needs.

### **3. Activities outside school**

The range of activities that students may participate in outside school is very wide, and can enhance their work experience and transferable skills;

- Part-time jobs.
- Community/voluntary work
- Independent work experience
- Cadets, Scouts, Sports – team building, leadership skills

### **4. Assessment**

Assessment within work related learning is chiefly in the form of student self-assessment supported by discussion with teachers and information completed by their employers. This is then incorporated into their progress files.

### **5. Equal Opportunities**

Work Experience will help to promote equal opportunities in working life and emphasise the work they have studied in LLW programme.

### **6. Special Educational Needs**

Pupils needs, will be considered when researching work experience placements and the school work experience database can be used to facilitate pupils who have difficulty finding a placement.

### **7. Staff**

Many staff contribute to Work Experience visits and contribute to career information evenings at key transition stages of a pupil's school career. All departments are incorporating career information into their programme for example wall displays, visiting speakers etc.

### **8. Resources**

Currently the Career department have Room 132 which has 6 computers and University, Apprenticeships, Employment and FE college information..

### **9. Partnerships**

We work in partnership with the following:

- ◆ Local industry and businesses – who support Work Experience, Interview Skills days, Careers Option Evenings and Career Conventions (collaborative with Ballyclare High School for Year 10,12 & Year 13)
- ◆ Further and Higher Education Institutions – exchange up to date information and advice (NRC, Belfast MET, Cafre, UU, QUB and Stranmillis College)
- ◆ Parents/carers – who will, where appropriate, evaluate provision (e.g. UCAS Information Evening, Year 10 & 12 Option choices etc.).

## **10. Benefits of Work Experience**

Work placements are most effective if teachers, pupils, parents and employers see it as an essential and integral part of a pupil's personal development and an opportunity to develop employability skills. Appropriate experiences of the world of work will benefit pupils, schools and employers.

### **Advantages of Work Experience for Pupils**

- improves pupil's self knowledge
- increases pupil's employability skills
- increases pupil's motivation to learn
- gives relevance to the work pupils do in school
- encourages pupils to consider the wide range of jobs available
- gives pupils an insight into the workings of business and industry
- highlights the skills, qualifications and experience needed by employers

### **Advantages for School**

- brings the curriculum to life
- develops closer links with business and industry
- allows staff to gain an insight into the world of business and industry
- provides opportunities for teachers to develop new skills

### **Advantages for Employers**

- highlights the essential employability skills needed for future employment
- employers gain an insight into developments in education and can relate education to the work environment.

## Policy Review

Work experience is an integral part of all our pupils' entitlement to careers education at Ballyclare Secondary School.

The key aim of this programme is to prepare all our pupils for working life.

Through work experience we expect our pupils to enhance their knowledge of the world of work and their own employability. This is regardless of their race, gender or ability. The programme is one part of a whole-school commitment to partnership between education and industry.

Pupils are prepared for work experience through modules taught in LLW lessons, as well as Preparation, Health and Safety talks prior to going out on placement.

Work experience is compulsory for Year 12 pupils and also for Year 13 students as a part of their Sixth Form programme. These placements can be organised more easily by using the school Work Experience database. (EA revised Work Experience is a valuable tool for implementation and guidance for employers

[www.ea.org.uk](http://www.ea.org.uk)

The school policy on work-related learning will be reviewed and monitored on an annual basis.

V Beattie

March 2016