



**Yavneh**  
College

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## **WORK EXPERIENCE POLICY**

## 1. Aims

Work Experience forms an integral part of the Careers, Education, Information and Guidance (CEIAG) programme at Yavneh College. Our aim is to offer our students a high quality and meaningful engagement with employers to give them a valuable experience of the work environment and develop their employability skills. We aim to fully involve students in this experience by encouraging them to seek their own relevant work experience.

The Work Experience that we offer is well-planned and well-organised. This has an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work. It is essential that any work experience placement is "meaningful" and should provide students with core employability skills (as per the Department of Education guidance); and it should also provide experience of working in a career they would be interested in pursuing.

For further information please go to: <https://www.gov.uk/government/news/new-guidance-on-work-experience-published>

## 2. General

At Yavneh College students complete a one week placement in Year 12 (at the end of the summer term). It is Yavneh College policy that all work experience is **unpaid**, as the employer is providing the opportunity for the student to gain new skills/knowledge in exchange for their time.

## 3. Organisation

Work experience is coordinated by the Head of Sixth Form and the Sixth Form Secretary.

Students are expected to play a key role in organising their own placement. This arrangement supports the students as it encourages them to use the initiative to find suitable placements, to make contact with employers and communicate with adults about issues to do with Work Experience. Form tutors will advise and help oversee the process. In our experience the placement is more likely to be successful if the student arranges it themselves.

The Head of Sixth Form will decide whether or not to offer Work Experience to those students who are not making expected academic progress or whose attendance/behaviour falls below the expected standard.

## 4. Preparation

During the Autumn term students prepare for applying for work experience during Wednesday tutorials. These sessions will involve an initial session discussing the value and importance of work experience and the process/logistics of applying. The rest of the sessions focus on CV building and writing letters of application. Students develop their CVs on *Unifrog* which provides model examples and writing frames for each section. Students are also given sample CVs and cover letters to support them in their applications. (**See Appendix 1**).

Parents will be given guidance well in advance of the time allotted for Work Experience. A letter will be sent to parents, which contains information for parents and an initial application/consent form for completion (**See Appendix 2**). Students are expected to obtain their own placement, in the first instance. The Work Experience Co-ordinator will set a date for forms to be returned and assist those students who have been unable to source

their own placement. Discussions will take place with these students to ensure they are placed in a suitable/meaningful establishment.

Placements are contacted and asked to complete and return a webform via our school website which includes sections to confirm they have Employees Liability Insurance (ELI), DBS checks (where relevant) and appropriate risk assessments in place (**See Appendix 3**).

## **5. Preparation**

The expectation is for students to behave in an exemplary manner during their Work Experience, as they are ambassadors for the school.

During PHSCE in the summer term there will be a session covering how to fully utilise work experience providing students with suggestions and guidance on how to maximise their time and make the most out of their placement. This will be run by an external speaker.

Students are required to complete a log book during their placement, detailing their activities and assessing their progress. There is also a section for the employer to complete, evaluating overall performance and providing feedback. This log book will be an important record for the student to keep for future education/employment applications (**See Appendix 4**).

Any issues reported by either the placement or the student/parent/carer, will be dealt with in a timely manner, by an appropriate member of staff (this can be the Work Experience Co-ordinator, Tutor or a member of the Senior Leadership Team) depending on the issue.

## **6. After Work Experience**

Log books are checked in September by form tutors and any negative feedback discussed with the student. Log books are then used by students in supporting them in preparing CVs/personal statements for post-18 destinations.

## Appendix 1:

[Name]

[Address]

E: [ ]

[Addressee]

[Date]

By email

Dear [ ]

### **Application for Work Experience Placement**

I enclose my CV in support of my application for a work experience placement with your company. I am currently in my first year of [A levels][BTEC Studies] (year 12) at Yavneh College and my school has given me a week between 15-19 July 2018 to participate in a work experience placement.

You will see from my CV that [*Example to be adjusted to suit* I have some [office work][sales] experience and I gained valuable experience as a result. My duties included [ ]].

I have excellent communications skills, an organised approach and the ability to follow procedures efficiently. I have an outgoing personality and work well with others, even when under pressure.

I believe cooperation and team work is an essential ingredient of any job description, whether that means front of house or working behind the scenes. I am computer literate and can assist with record keeping, filing, answering calls and other administrative tasks if that is part of the placement, but I am equally adept at communicating with customers and staff, helping out where necessary and interacting with the people around me appropriately and politely.

I am an enthusiastic person to this sector and would love to work in an environment where I am able to stay active and communicate with others throughout the day.

I am confident that I could make a solid contribution to the team at your company in the week I would be working you and develop my social skills even further.

I would really appreciate the opportunity to be considered by your company and look forward to hearing from you.

Thank you for your time.

Yours faithfully,

[Name]

**NAME]**

**D.O.B [       ]**

**[Address]**

**Email: [       ]**

**Mobile: [       ]**

## **EDUCATION & QUALIFICATIONS**

[date] – present

**Yavneh College**

Hillside Avenue, Borehamwood, Herts WD6

[date] – [date]

**[Primary school]**

[Address]

## **About Me**

[I am a responsible person who is keen to go on to University after [A Levels][BTEC studies] and enter a profession of my choosing following graduation.]

The A levels I am doing are: [       ].

My GCSE results are as follows:

[       ]

These were taken in the Summer Term of 2018.

I have completed a Higher Project Qualification (HPQ) in religious studies grade [       ].

Outside of school I enjoy [       ].

I have participated in [List here any voluntary work, charitable fund raising, DofE etc].

[In [date] I did my Duke of Edinburgh Bronze Award and as part of that Award I chose to undertake [       ] as my relevant skill, I played [       ] for my sport and for volunteering, I [       ].

I am very family orientated and have close relationships with my parents [and my siblings] and we spend a lot of time together.

## **WORK EXPERIENCE**

[List all dates from and to and the company worked for, and the address, here. Use the education table above as a template]

## **OTHER INFORMATION**

**Nationality** – [British]

**Computer Skills** – [MS Office and conversant in Mac and Windows applications]

**National Insurance Number** – [       ]

**References** – available from:

Mr Spencer Lewis, Headmaster, Yavneh College

[Any employer or other person from whom a reference would be good]

## Appendix 2:

Dear Parent/s of

### Work Experience Week:

Dear Parent/s,

I just wanted to take a minute to confirm arrangements for Work Experience Week, which will take place between \_\_\_\_\_. Students are expected to find their own placement by sending their CV and a letter of application to companies or organisations that are of interest. If this proves unsuccessful, students can secure a placement by asking family and friends if they have any contacts in the field they wish to secure a placement in.

Details of the Work Experience Placement must be handed in to Mrs Nead by \_\_\_\_\_ at the latest, due to the volume of paperwork that needs to be completed before students can begin their placement.

To comply with guidance from the Health and Safety Executive, the school is legally obligated to carry out a number of checks on the placement provider as the placement is taking place during term time. Students are required to provide Mrs Nead with the following information by this date:

**Contact name:**

**Contact email address:**

**Company name:**

**Company address:**

**Company telephone number:**

Students who are unable to secure a placement will be expected to come into school during Work Experience Week and we will find them suitable work related tasks to complete.

The date of the Work Experience Week is a fixed date in the school calendar, therefore it will not possible for students to complete their work experience earlier in the term, as this will mean missing important A-Level work. It is essential that students come to speak to me or Mrs Nead if they are struggling to find a placement during this week.

Yours sincerely

Mr M Kendler

Assistant Headteacher and Head of Sixth Form

### Appendix 3:

Dear \_\_\_\_\_

Thank you very much for offering a work experience placement \_\_\_\_\_

In order to ensure that the experience is of mutual benefit to your company and the student, there are a few simple procedures that need to be followed.

With regard to ensuring the statutory guidelines on work experience are being followed, it is necessary to ask the employee responsible for supervising the student during the work experience placement to complete the Work Placement Information Form detailed in the link below by \_\_\_\_\_.

<https://secure.yavnehcollege.org/work-experience-2017-2018>

A copy of the **Work Placement Information Form** will then be sent to the student's parents in order to obtain their consent for placement to go ahead.

We are very grateful to you and your company for offering your time to support a placement and appreciate that it is not always possible to provide all of the paperwork needed. If this applies, please don't hesitate to contact my secretary, Mrs Elizabeth Nead at [enead@yavnehcollege.org](mailto:enead@yavnehcollege.org) as providing the students' parents/guardians are aware of this, the placement can still go ahead.

Should you have any queries completing the form please contact Mrs Nead on 020 8736 5580 ext 223 or by email at [enead@yavnehcollege.org](mailto:enead@yavnehcollege.org).

Yours sincerely

Mr M Kendler

Assistant Headteacher / Head of Sixth Form

# Appendix 4:

[https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=2ahUKEwie--KamPffAhWFonEKHeeZCjUQFjABegQICBAC&url=https%3A%2F%2Febpsouth.work-experience.co.uk%2FGetFile.aspx%3Fquid%3D9a34845b-a002-4754-a19d-c0ed5e3b05dc&usq=AOvVaw1XMmsUX7j2kCyYwrvPu5\\_o](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=2ahUKEwie--KamPffAhWFonEKHeeZCjUQFjABegQICBAC&url=https%3A%2F%2Febpsouth.work-experience.co.uk%2FGetFile.aspx%3Fquid%3D9a34845b-a002-4754-a19d-c0ed5e3b05dc&usq=AOvVaw1XMmsUX7j2kCyYwrvPu5_o)

Exatracts:

## LifeSkills

Work Experience Log | 12

### Diary Day 1

Fill out a daily diary during your placement. If you are on a 'taster day' simply fill in Day 1 only. Completing this diary will help you to reflect on what you've learned during your placement and record information that could help you improve your skills and build your CV.

Tasks I completed today:
Skills I used (remember the list on p7) and how I demonstrated them:
Brief description of what my employer does:
What I found out about health and safety today:
What I did well and am proud of today:
On reflection, I would have done this differently:
Employer/supervisor comment:

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## LifeSkills

Work Experience Log | 13

### Diary Day 2

Tasks I completed today:
Skills I used (remember the list on p7):
The different types of job at my work placement:
What I did well and am proud of today:
On reflection I would have done this differently:
Employer/supervisor comment:

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## LifeSkills

Work Experience Log | 18

### Skills self-assessment

How well do you think you did on work experience? Tick the box, and remember to answer as honestly as you can.

How do you rate your skills?	Very good	Good	Would like to improve
Personal presentation			
Enthusiasm and initiative			
Communication and literacy			
Time management and organisation			
Numeracy			
Integrity (honesty)			
Problem solving and creativity			
Teamwork			
Negotiation and decision making			
IT			

Before your placement, what thoughts did you have about your future career?

Has your placement helped you to firm up your career plans? If so, in what way?

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## LifeSkills

Work Experience Log | 19

### Employer assessment

Your co-operation in completing this assessment is much appreciated. The information you provide will be important in helping students assess how they did on work experience. Please could you complete this before the end of the placement and give it back to the student.

Name of student:

Company name:

Dates of work experience: \_\_\_\_\_ to \_\_\_\_\_

Please rate the student on the following statements.  
1 = needs improvement, 2 = satisfactory, 3 = good, 4 = very good, 5 = excellent

Statement	Rating	Comments
Timekeeping		
Attendance		
Enthusiasm		
Personal presentation		
Communication		
Teamwork		
Ability to solve problems		

.....(name of student)'s overall performance whilst with our company was:

Excellent    Good    Satisfactory    Disappointing

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