At Stepping Stones we believe in providing students with a caring, fun environment where they can truly benefit from a bespoke curriculum, technologically innovative teaching practices and the chance to grow and develop into confident, independent young men and women.

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Career &amp; Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number</td>
<td>022</td>
</tr>
<tr>
<td>First Published</td>
<td>2004</td>
</tr>
<tr>
<td>Last Date of Review</td>
<td>November 2017</td>
</tr>
<tr>
<td>Next Review by Date</td>
<td>November 2019</td>
</tr>
<tr>
<td>Reviewed By</td>
<td>Nick Ridley</td>
</tr>
<tr>
<td>For publication on website</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

**Rationale**

The school is committed to Careers Education as a vital means of giving all students the skills, knowledge and understanding to manage their own lifelong learning and career development. Careers Education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. Careers Education will both compliment and integrate with Personal and Social Development. Emphasis will be upon impartial, confidential and informed advice, delivered within a framework of Equal Opportunities. There will be support from an Independent Advice and Guidance Counsellor (IAG).
**Introduction and Rationale**

**Work Experience**
The DfES have defined work experience as:

‘A placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.’

Work experience is governed by the Education Act, 1966 (as amended by the School Standards & Framework Act, 1998). Under this legislation, the main features of work experience are:

- only students in their last two years of compulsory schooling, or students taking post-16 courses are eligible
- placements occur on employers’ premises
- a placement can vary, but most are for a minimum of 6 weeks for a half day placement

Work Experience is for many young people the first opportunity they have to experience at first hand what it is like to be in the workplace. It is a valuable and essential part of their education and provides opportunities to learn about skills, work structures, duties and responsibilities that exist within organisations.

Work Experience is a relatively new development at Stepping Stones School with the following points being considered:
Employers value work experience because it helps young people develop interpersonal and employability skills and become more aware of how businesses work. The value of a work placement is, that by putting students into real business situations, they start to have an awareness of many aspects of working life which can be extremely difficult to convey in a classroom setting. Hopefully, the experience will make students see their schooling in a new light. Many students are inspired by the experience although some are simply driven toward academic successes and further qualifications.

Many of the skills that employers want from their employees can be developed, refined and evaluated during a work experience placement. These skills include being:

- good at communicating
- able to work with others
- able to solve problems
- good at planning and organisation
- able to use their own judgement
- self-starters who show initiative
- able to complete a task on time and within budget
- IT literate
- Competent at working with numbers, data and information
Aims and Objectives - Senior School

1. Self-development – to increase self-awareness and gain confidence in making decisions and choices concerning education, training and work. Students need to be able to assess their strengths, limitations and potential to facilitate sensible decision-making.

2. Career exploration – to access and examine sources of information so that they are aware of the range of courses and progression routes open to them at 16+. This will involve group and individual guidance and students will be encouraged to use a range of media including ICT.

3. Transition – to prepare for the move from school to continuing Education, training or employment.

4. Aligned accreditation such as AQA units to open up vocational curriculum experience for learners.

Aims and Objectives Work Experience:

Work experience placements offer many benefits and learning opportunities, not only for the students who take part in the scheme, but also for the teachers and employers.

Students:

- the chance to practice knowledge and skills learnt in the classroom in a working setting
- better understanding of how organisations work and what a work environment is like
- exposure to ‘real’ work can help students have a more mature attitude to work and increased motivation to study
- an insight into relevance to working life of school subjects
- greater awareness of the range of opportunities within an organisation
For teachers and Therapists

- opportunities to learn about different organisations and their employment needs
- enrichment to teaching programmes by creating different environments in which students can learn
- involvement of local organisations in the life of the school and its curriculum
- potential to work with other partners in the local work experience community

For employers

- understanding changes in educational courses and qualifications
- promotion of their organisation to potential future employees
- opportunities to develop the skills of staff who act as mentors, supervisors etc
- influencing teachers to understand the needs of employers
- ability to contribute to the development of young people and to the local community
- Understanding why is work experience is of value to them

**Further supporting documentation:**

The following supporting documentation is available on staff share – work experience – work experience information;

- Parental Consent Letter
- Information Booklet for Employers
- Employer Placement / Agreement Form
- Work Placement Health and Safety Induction
- Risk Assessment
- Health and Safety Policy Form
- Record of Work Experience