



## **Work Experience, Extended Work Experience, Professional and Vocational Seminar Policy**

**Updated: December 2015**

**Next revision date: December 2016**

### **Objectives**

- 1.1 To provide 1 or 2 week vocational and non-vocational tasters of the world of work**
- 1.2 To provide drip-feed vocational work experience placements**
- 1.3 To provide extended work experience placements**
- 1.4 To develop vocational activities e.g. seminars/workshops**
- 1.5 To develop professional activities e.g. seminars/workshops**
- 1.6 To raise awareness of the pertinence of functional skills and employability skills development opportunities available to students on work experience**
- 1.7 To provide extended work experience certificates**
- 1.8 To provide employability skills development certificates**
- 1.9 To encourage and promote the use of Develop work experience log books**
- 1.10 To encourage and promote the use of work experience learning frameworks**
- 1.11 To maintain and develop a work experience database containing providers for activities identified above**
- 1.12 To carry out pre-placement checks on providers before the above activities commence**
- 1.13 To encourage providers to be involved in projects related to work**
- 1.14 To develop and manage the on-line web database for schools/students**
- 1.15 To raise awareness with providers of their responsibilities**

### **2. Scope**

**2.1 KS4 and post 16 students involved in work experience, extended work experience, professional and vocational seminars, GCSE related projects.**

### **3. Key Principles**

**3.1 Activities will be planned by competent personnel and all parties made aware of arrangements**

### **4. Staff Responsibility**

**4.1 CEO has overall and final responsibility for all matters relating to Work Experience, Extended Work Experience, Professional and Vocational Seminars and GCSE related projects**

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Mark Pike	01/12/2015		Mark Pike

**4.2 The day-to-day responsibility for delivery of the Work Experience, GCSE related projects, Extended Work Experience and Professional and Vocational Seminars is delegated to the Partnership Director, who will ensure that:**

- Adequate resources are requested from the CEO to implement this policy
- Adequate arrangements are made to bring this policy to the notice of all staff, clients and opportunity providers
- The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary

**4.3 Pre-placement vetting – Health & Safety team under the direction of the Partnership Director**

**4.4 Administration – Administration team under the direction of the WEX Coordinator**

**4.5 Monitoring - Elaine Morgan, Stewart Outen**

**4.6 Evaluation - Health & Safety team**

**5. Monitoring and Evaluation**

**5.1 Achievement of targets relating to Work Experience, Extended Work Experience, Professional and Vocational Seminars, Vocational Work Experience, GCSE related projects, pre-placement visits (including child protection, data protection and Management Regulations 1999 section 19) Insurance etc. teacher visits, student feedback**

**5.2 This policy is liable to full equality impact assessment annually**

**6. Supporting Documents**

**6.1 This policy should be read in conjunction with**

- Child Protection Policy
- Data Protection Policy
- Equality & Diversity Policy
- Health and Safety Policy
- Quality Policy
- Health and safety forms

**Policy signed by CEO:** *Mark Pike* **Date: 01/12/2015**

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