

Policy for Careers Education, Information, Advice and Guidance (CEIAG)

Employment Engagement Policy

Introduction

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

Under the “Education Act (1996) this allows students to take part in work activities in their last compulsory year of school. This covers activities within the 14-19 work related learning curriculum. Working with the guidance from CDI and The Gatsby Benchmarks

Aims and Objectives

Engage every student with 1 employer engagement each year from Year 7 to Year 13

Promoting knowledge of industrial, commercial and public employers

Developing student’s employability and key skills

Promoting personal and social development

Promoting better understanding of vocational subjects

Assisting development of personal and social skills required in the workplace, such as working a part of a team, recognizing and controlling risks, health & safety considerations and adjusting to a culture outside school.

Helping to motivate students by enabling them to see aspects of the curriculum as having relevance for their career interests

Assisting students in choosing a future occupation and understanding changes in the world of work

Assisting to erase stereotyping and promote equal opportunities

Giving students an understanding of the rewards and strains of employment

Giving confidence to aid students in the step from school to work

Principles

The Process

No placement is used unless it has first been vetted by the Programme Leader of the BTEC course or Head of Futures and passed as “suitable”.

The Programme Leader of the BTEC/Head of Futures will place the students with employers, considering their preferences and interests and her knowledge of the requirements of the employers.

Each student receives directions as laid out in the assignment brief for the sort of evidence to be collected, the activities undertaken and the work to be completed after the placement.

Each student will be advised as to what is expected of the student, in terms of dress, manners and behaviour, what is expected of the employer, particularly the risk assessments required for people under age 18, what to do in the event of a problem, sickness, or an accident.

The students go on the Work Experience placements.

A teacher visits/contacts each student and employer during the placement to make sure there are no problems.

Health & Safety Issues

The safety of students on Work Experience is of paramount importance. This is ensured in the following ways:

Employers must advise the Programme Leader/Head of Futures of any particular Health & Safety rules applying to their establishment, for example protective clothing. These issues are then addressed prior to the placement.

Employers sign an agreement confirming they have Public & Employers Liability Insurance and Business Use motor insurance if the student is to travel in a vehicle.

Employers must exercise a duty of care to the student under the “Health & Safety (Training for Employment) Regulations (1990).

Employers complete a risk assessment summarising significant risks and control measures under the “Health & Safety (Young Persons) Regulations (1997). This requires written confirmation that “the student will not be placed in an environment where there is the likelihood of serious risk to his/her health and safety”. Students are taught to obey safety rules and report anything which appears dangerous to their employer.

Employers must give health & safety instruction on the first day of the placement.

Consideration is given to child protection issues when arranging placements.

Parental involvement is essential, and parental approval for the placement is obtained in writing.

Financial Issues

The school is not obliged to meet transport costs incurred by students on work experience, or meet the cost of protective clothing, although in certain circumstances consideration will be given to this. The employer is not expected to pay the student, but may wish to consider covering his/her expenses.

Dates	Chair of Governors
Completed 17/07/17	
Review 20/07/18	
21/07/19	