**Work Experience Policy**

**Context**

The Enterprise Learning Alliance (ELA) is a cross phase pupil referral unit which caters for young people between the ages of 11 and 16. The service covers a wide geographical area in South East Kent which includes Thanet, Sandwich, Deal and Dover. The ELA consists of six sites and the service caters for a maximum of 165 pupils at any one time accessing full time provision, as well as supporting additional pupils through outreach support in mainstream schools and the delivery of group and individualised behaviour intervention programmes on a part time basis.

**Introduction**

Enterprise Learning Alliance has an annual contract with EBP, the local education business partnership. They provide health and safety checks for work placements and organise suitable placements based upon a pupil’s interests and future aspirations.

Work experience is offered to yr 11 pupils who have been identified by centre staff as being suitable for a placement. Placements cannot be offered to all yr 11 pupils and centre managers reserve the right to withdraw a pupil from accessing work experience. 20 places are allocated for work experience placements (across all Key Stage 4 centres).

At present, pupils are unable to access work experience if in lower years at the PRU.

**Staffing**

FLOs and transition staff, centre staff (in particular centre managers and deputy centre managers) and EBP staff.

**Procedure**

1. Centre managers and FLO’s to identify students who are suitable for undertaking a work experience placement. Staff will consider pupil’s attendance, engagement and behaviour when making this decision.
2. EBP will visit each centre in September and meet with pupils who have been identified as suitable for a placement. FLO to attend centres with EBP staff for these introductory meetings. At these meetings EBP will make an informal assessment of each pupil’s suitability for a work placement. They will discuss any previous work experience the pupil has undertaken and consider their areas of interest.
3. Following these initial meetings EBP will begin exploring and identifying suitable placements (this process will include checking relevant health and safety documents i.e. employers liability insurance and undertaking risk assessments. If a student identifies a placement they would like to undertake with someone who is already known to them – EBP will obtain the necessary details from centre staff, pupil or parent and undertake health and safety checks before confirming that a pupil is able to proceed with the placement.
4. Work experience for yr 11 pupils is to be organised in a staggered way, so that each centre is allocated one week for their pupils. Dates for undertaking placements are as follows:

w/c 14th January - Project 15

w/c 21st January - Southwood 4

w/c 28th January – Westwood

w/c 4th February - Dover Skills

Pupils will be supported by centre staff and FLOs to access their placements, if required. This may involve making contact/meeting with employers prior to commencing the placement.

1. EBP staff will visit each centre the week prior to the commencement of the placement and undertake sessions with pupils to enable them to successfully prepare for their placements. Topics will include confidence, resilience and workplace expectations.
2. Pupils will familiarise themselves with a work experience booklet prior to and during, their placement. This will include a summary of tasks undertaken each day.
3. During the work placement, FLO staff will visit each pupil (where possible) to review progress.
4. Pupils are provided with feedback from the employer following completion of the placement. Centres will provide employers with feedback forms to complete, these will then be stored centrally at each centre and put in individual pupil’s work experience diaries.