



Work Experience Policy

This review: December 2025	Next review: December 2026	Statutory/non: Non-statutory	Lead: Jim Parker Careers Leader
Associated documents: NCEA – Careers Education, Information, Advice and Guidance Policy NCEA – Provider access statement			
Links to: Safeguarding Policy			

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How this policy reflects our vision 'life in all its fullness' (John 10:10)

We aim to offer a broad and full educational experience to all our students. There will be opportunities for students to undertake work experience activities throughout all key stages. As part of their individual study programmes, all students in 6th form are expected to engage with one week of work experience. All Year 12 study programmes (including A level courses) should include work experience and non-qualification activities, which complement the other elements of the programme and support the student to progress to further or higher education or to employment. The time spent by students on work experience is funded at the same level as qualifications taught in the classroom.

Aims and principles

Students at the National Academy will undertake a 5-day work experience placement in Year 12. This placement will take place within the academic term, although students' hours of work will be reflected by the working hours of the employer, and therefore may not take place during usual school hours. KS4 students will also be supported to engage in work experience following their exams in Year 11.

The aim of work experience is to enable students to enhance their employability skills through gaining real experiences and knowledge of the workplace. The centre's careers and tutor programmes will incorporate a range of activities designed to prepare the students for work experience. Work experience must be purposeful and planned. It should give students the opportunity to develop vocational and employability skills in real working conditions. This will help students to decide on future careers or study options and students are better placed to begin preparation for progression into employment or higher education. Therefore, it is important to assess the individual needs of students and to ensure that the opportunities to engage in work experience present appropriate level of challenge.

The aims of the Work Experience programme which are shared with students are to:

- Enable students to learn about and prepare for 'the world of work',
- Develop effective employability and communication skills,
- Allow students to develop a deeper understanding of an industry in which they may wish to pursue a career in later life,
- Support students' motivation and enthusiasm for learning as a foundation for employment,
- Develop effective relationships with local employers.

Leadership

Work Experience is led by the Careers Lead and reviewed as part of the Line Management structure by a member of the Leadership team.

Administration of placements is undertaken and managed using Unifrog by the Careers Lead, Careers administrator, Head of Sixth Form and Sixth Form Administrator. Additional administration organised by the Careers Lead takes place where detailed assessment of a placement is required, such as in high-risk environments.

Entitlement and organisation

Year 12 students are expected to undertake a one-week external placement in the Summer Term. Students are also encouraged to undertake several work placements within their own time during the course of their Post 16 studies. KS4 students are also provided with support to engage in work experience following their exams in Year 11.

Students are responsible for securing their own work experience placement. Guidance is shared with students and parents / guardians about how to select and approach organisations. Once a placement has been secured, details are submitted to the school, via UniFrog, who then:

- approve the suitability of the placement based upon students' future career intentions and learning programme,
- consent to the placement based on the information provided by the employer.
- liaise with the organisation to confirm the placement,
- check that safeguarding of students (through health and safety policies and appropriate insurance) is undertaken.

Equal Opportunities

All students have the entitlement to undertake a Work Experience placement that is appropriate for their aspirations and likely progression route.

Students with SEND who have an EHCP will receive additional support from their Key Worker in securing a placement. A risk assessment will be undertaken by the student's key worker for the placement where appropriate. In some situations, where it would not be safe and/or appropriate for a student to undertake a placement, they may be supported by a member of staff or parent, participate in a reduced placement or

may undertake a placement within school, as appropriate to their needs. The Careers Lead will liaise with parents and SEND staff to devise a suitable placement for these individuals.

Students deemed to be disadvantaged (such as those in receipt of pupil premium funding, looked after/previously looked after children) will be monitored by the Careers Lead and support will be offered where required to ensure that these students secure a placement of equal value to other groups of students.

Meaningful work experience

The Department for Education defines a meaningful experience as:

- having a clear purpose, which is shared with the employer and the young person
- being underpinned by learning outcomes that are appropriate to the needs of the young person
- involving extensive two-way interactions between the young person and employees
- including opportunities for young people to meet a range of different people from the workplace
- including opportunities for young people to perform a task set by the employer or to produce a piece of work relevant to that workplace
- including the employer providing feedback to the young person about their work
- being followed by opportunities for the young person to reflect on the insights, knowledge or skills gained through their experience

Responsibilities of parties for Work Experience:

Primary responsibility for the management of the Health and Safety of a student while on placement lies with the employers (i.e. workplace) (under Section 2.1 of the Health and Safety at Work Act 1974: 'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees).

Employers

Employers should already be managing the risks in their workplaces and are best placed to assess whether or not they need to do anything additional for a new young person joining them. Employers taking on a young person for work experience have the main responsibility for their health and safety. Employers should always check they know how to raise health and safety concerns.

Under health and safety law, work experience students are employees, like any other young person employed. There are very few work activities a student cannot do because of health and safety law.

([Young people at work: Work experience - HSE](#))

Employers must hold £5million employer liability insurance at the time of the placement.

Employers must hold public liability insurance at the time of placement.

Employers will be asked to complete an evaluation of students at the end of the placement, which will be available to students, tutors, parents and guardians through UniFrog.

Students

The student has responsibilities to follow instructions and act sensibly to protect their own Health and Safety and that of others (as set out in Sections 7 and 8 of the Health and Safety at Work Act 1974) for non-employees.

The School

Schools and colleges have no responsibility under health and safety law for work experience students. The employer is responsible for workplace health and safety. Schools should check the employer has risk management arrangements in place. What they cover in their risk assessment depends on the level of risk.

[Advice for schools and colleges - HSE](#)

Schools should pass on relevant information about the student to the employer and advise on the suitability of a student for a particular placement.

During the week, students, parents and employers will be informed of key contacts within the school. Tutors will make contact with employers, students and / or parents / guardians while students are on their placement.

Administration of placements

All work experience placements will be administered through UniFrog.

When students submit their work experience placement details on UniFrog, they are asked to provide basic details about the placement they have arranged. For example:

- The name of their placement business/organisation
- A description of their objectives while on their work experience placement
- The name and contact details for the employee leading the work experience at the organisation

The employer will then be contacted to confirm through UniFrog:

- A description of tasks the student's role may involve
- Their employer's liability insurance details
- Their risk assessment information
- Whether there are any specific risks associated with the workplace or role

Parents / guardians will also give consent for their child to attend the work experience placement through UniFrog.

The school will give permission for students to attend work experience placements based on the information inputted on UniFrog. If the employer identifies that there are risks associated with either the role or the workplace that have not yet been mitigated, or the school has concerns with the placement, the placement will then be administrated by an external organisation. The details of the placement will be shared with the external organisation for them to undertake a health and safety check. Once authorised (or not) by the external organisation, this will be communicated with the school to allow records to be updated and, in the case of non-authorisation, an alternative placement to be sought.

In the event that permission is not granted by the school, students and their parents / guardians will be informed that they may not undertake the placement. Support will be offered to help the student to secure an alternative placement.