



ALTERNATIVE PROVISION

Work Experience Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP
Directors*

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Rationale

RAISE-AP acknowledge that work experience placements provide an invaluable opportunity for students to learn about the world of work. The provision promotes the use of work experience as an extension to the curriculum, and aims to enable students to undertake a placement at an appropriate time in their studies.

Some students may not be able to complete work experience placements due to risk or may have to be staffed on a 1:1 basis for the duration of their placement. This can at times limit the options available to some students. Every effort will be made to find appropriate work experience.

The Department for Education, 16 to 19 Study Programmes Guidance 2023 to 2024

This guidance document clearly sets out the importance of work experience for 16-19 students and how it should be tailored into the student Study Programme.

'All study programmes should include work experience and non-qualification activities that complement the other elements of the programme and support the student to progress to further or higher education (HE) or to employment.'

Students with SEND

Other guidance with regards to SEND and students with an EHCP clearly states the benefits for students progressing into adult life.

'Students with SEND may benefit from being exposed to a workplace setting during their preparation for adulthood and employment. Work experience may therefore be a particularly important element of their study programme to build their skills and confidence.'

'Providers should consider carefully how the work experience element of their study programme could enable them to develop and demonstrate the skills that will help them gain employment. They should also consider what additional support a student with SEND may need before, during and after the work experience, to fully benefit from it.'

NDTi - National Development Team for Inclusion makes reference to the positive outcomes for students with SEND when multiple successful work experience placements have been completed.

'Evidence shows that young people who have four or more quality work experience-type activities, while still in education, are five times more likely to enter into the labour market. Young people with SEND often struggle to gain one meaningful experience of being in the workplace, and this is reflected in the current resulting employment rate statistic.'

Aims and Objectives

Work experience during the course of studies at the provision aims to achieve:

- The development of student's employability and key skills, personal development, maturity and increase motivation.
- Careers education and guidance
- Personal and social education
- Enhancement and addition to the curriculum, including vocational courses where appropriate.

Work Experience will be undertaken where appropriate for students in year 10. This provision will be available to students in two ways:

1. Students who organise their own work experience placements with the assistance of their parents/carers

- Parents will be made aware of the checks and insurances that should be in place.
- Parents will also be made aware that should this be the option chosen, they will be required to agree that the placement is carried out at their own responsibility, and the provision will therefore bear no responsibility.
- Visits from the school will occur during the placement. The amount of contact will be agreed prior to the placement commencing

2. RAISE-AP's assisted organisation of work experience placements

- Support will be given by the Head of Provision to make initial contact with a placement provider, to authorise the carrying out of Health & Safety checks with the external placement:
- Students will be made aware that although every effort will be made to secure a placement, we are unable to guarantee that this will be possible in every case.
- Visits from the centre will occur during the placement. The amount of contact will be agreed prior to the placement commencing

Legislation

The Department for Education, 16 to 19 Study Programmes Guidance 2023 to 2024

NDTi – National Development Team for Inclusion

This policy also takes note of all relevant legislation including:

- The Employment of Women, Young Persons and Children Act 1920
 - Dangerous Machines (Training of Young Persons) Order 1954
 - The Officer, Shops and Railways Premises Act 1963
 - The Employment of Children Act 1973
 - The Health and Safety at Work Act 1974
 - The Health and Safety (Training for Employment) Regulations 1990
 - The Education Act 1996
 - The Management of Health and Safety at Work Regulations 1999
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Responsibilities

Head of Provision

The Head of Provision holds responsibility for all aspects of work experience including health and safety (except in instances where placements are arranged without the support of [RAISE-AP](#)).

[RAISE-AP](#) acknowledges its responsibilities under common law to act, as would a reasonable parent, acting “*in loco parentis*”.

Employer Responsibilities

As prescribed in the Health and Safety at Work Act 1974, employers have a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. By virtue of the Health and Safety (Training for Employment) Regulations 1990, students on a placement are effectively employees of the company for the duration of work experience.

Employers should ensure that:

- Appropriate risk assessments are carried out to determine suitable tasks and working situations for students.
- Control measures are introduced to eliminate or minimise risks
- Ensure that students and parents are advised of the findings of any risk assessments or control measures prior to the commencement of the placement.
- Adequate insurance cover is in place for students undertaking work experience placements.
- Students are informed of safe working practices upon induction into the company and supplied with appropriate training and protective clothing or equipment to carry out their duties.

Parent / Carer Responsibilities

Where appropriate to assist in the organisation of placements for their son/daughter, including the organisation and acquisition of relevant Health and Safety and additional checks where appropriate

Student Responsibilities

- Students are expected to take reasonable care of their own health and safety (supported by staff where appropriate), or that of other people who may be affected by their actions throughout the duration of their placement.
 - Students will be supported in contacting their employers prior to the start of the placement.
 - Students are expected to cooperate fully with their employer, and behave in a manner befitting their work place, as representatives of the Centre.
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Banned or Restricted Activities

Activities in which employment of young people is banned or restricted:

- Agriculture – Restrictions on employment of young people;
- Brick Presses – Restrictions on employment of young people;
- Carding Machines -- Restrictions on employment of young people; Dangerous Machines -- Restrictions on employment of young people;
- Dough mixers and dough brakes -- Restrictions on employment of young people;
- Guillotine machines -- Restrictions on employment of young people;
- Horizontal milling machines -- Restrictions on employment of young people;
- Hydro--extractors -- Restrictions on employment of young people;
- Key, duty to fence – Young people may not be employed to examine, etc. such unfenced machines;
- Lead -- Restrictions on employment of young people in certain processes;
- Machinery attendants – Lubricating, etc. of unfenced machines to be carried out only by persons over the age of 18;
- Platen printing machines -- Restrictions on employment of young people;
- Potteries -- Restrictions on employment of young people in certain processes;
- Power Presses -- Restrictions on employment of young people;
- Prime Movers – Partial prohibition on cleaning by young people;
- Tile presses -- Restrictions on employment of young people;
- Transmission machinery – Partial prohibition on cleaning by young people
- Warehouses – Restrictions on use of machinery by young people;
- Woodworking machinery – Prohibition on employment of untrained young people.

Most of the restrictions imposed on the employment of young people in the preceding list relate to s.21 of the Factories Act 1961 and s.19 of the Offices, Shops and Railway Premises Act 1963 which requires that young people shall not work at dangerous machines unless they have been fully instructed as to the associated dangers and the necessary precautions; have received sufficient training and are adequately supervised by a person who has thorough knowledge and experience of the machine.

Raise Values

Our **RAISE-AP values** (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Work Experience policy.
