

WORK EXPERIENCE

What is it?

Unity College Work Experience programme is a placement of our Learners on an employer's premises to carry out a range of tasks and duties, more or less as would an employee, but with the emphasis on *exposure to world of work and the learning aspects of the experience*.

Why Work Experience?

Work Experience is an important part of becoming "workplace-ready" by building useful skills that cannot be taught in the classroom as well as providing learners a "preview" of the world of work.

There are a number of benefits for learners to be on a Work Experience programme. The benefits include among others:

- Develop realistic expectations as to what jobs are available
- Develop the skills and qualifications necessary to do the jobs
- Support the development of generic and job specific work skills
- Smooth transition into the world of work

Overall, Work Experience plays an important role in developing a Student's personal and social skills and gives them important opportunities to learn directly about the world of work. It also equips our learners with certain soft skills such as team working, communication skills and commercial awareness

Models of work experience

We run *two* models of Work Experience;

Model 1 (This one is currently in place)

The placement takes place one day per week throughout the school calendar year. This model will be for all the learners in the senior phase.

Model 2

The placement takes place two consecutive working days per week. This model will be for learners in year four upwards.

WORK EXPERIENCE Responsibilities and Support

Work Experience Co-ordinator

The Work Experience Co-ordinator will ensure that:

- Appropriate work placements are available
- Arrangements are in place to ensure that guidelines are implemented and monitored
- Risk assessments are made when matching students to placements
- Consent forms and any other relevant documentation are in place

- Liaise with School Staff regarding any additional needs that students might have, and provide all placement providers with this information
- The person responsible for mentoring the Student, and visiting teachers, are provided with a copy of the assessment forms

Teacher(s) monitoring Work Experience Placements

The Teacher responsible for monitoring Work Experience placements will ensure that:

- They are familiar with activities for placements being visited
- Records are kept of the monitoring visit
- Ensure where there are any concerns; this is reported as soon as possible to the Work Experience Co-ordinator and more frequent visits made
- Any concerns should also be fed back to the placement provider
- Ensure child protection and health and safety procedures are followed

Placement Providers

The Placement Provider is the employer that has agreed to take a Student on placement

The Placement Provider should comply with the following requirements:

- Ensure the Student receives adequate training and health and safety instructions prior to commencing the placement/first day
- Introduce and implement health and safety measures to eliminate or minimise the risks of accidents and ensure that these are implemented, including the wearing of personal protective equipment or clothing
- Nominate a mentor to work with the student and provide adequate supervision
- Ensure students are made aware of the work activities involved and any associated significant risks
- Ensure that students are informed of who has day to day responsibility at the workplace for supervising them and responsible for their health and safety during their work experience
- Inform the school Work Experience Co-ordinator and parents of any accident/incident as soon as possible
- Complete the assessment form

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Student

I _____ agree to take part in this Work Experience Arrangement and to:

- Carry out all reasonable and lawful directions of the Employer and perform my work to the best of my ability
- Comply with all reasonable workplace rules and requirements governing safety and behaviour
- Attend at the workplace on each day at the agreed time
- Inform both the Employer and the Work Experience Co-ordinator as soon as possible if I am unable to attend work
- Promptly inform the Employer of any accident, injury or incident that may occur
- Dress appropriately for the workplace
- Agree that no payment will be made for the work done
- I understand that I am responsible for my transport to and from the workplace

Student's signature _____

Date / /

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Parent

I, _____ give consent to my child taking part in this Work Experience Arrangement and I Agree that he or she will be subject to the direction and control of the work provider and nominated supervisor(s);

- I understand that reasonable care for the health and safety of my child will be taken by the work provider and nominated supervisor(s);
- Expect my child to comply with all reasonable workplace rules and requirements governing safety and behaviour
- Understand that I am responsible for my child's transport to and from the workplace
- Agree that no payment will be made to my child for the work done
- I authorise the person in charge at the workplace of the work provider to consent to my child receiving first aid or medical treatment in the event of illness
- Attach details of any known medical condition which may affect my child and any medication or treatment which may be relevant

Signature _____
Parent or Guardian
Date / /

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Principal

I, _____ Principal of Unity College enter into an arrangement for the above named Student of this school to be engaged for the purpose of Work Experience by the work provider named above. I will ensure that the above mentioned student will comply with the rules and regulations of the work provider.

Principal's signature _____
Date / /

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Work Provider

I, _____ agree that:

- I will provide appropriate information, training, instruction and supervision to the Student in respect of occupational health and safety and will provide any equipment and/or clothing which are required to comply with my duty of care toward the Student
- I will ensure that required planning, induction, supervision and safe systems of work are provided for the Student to maintain a safe and healthy Work Experience Arrangement at all times
- I will consider and take into account the competency, maturity and physical capabilities of the Student in relation to all activities he or she will undertake
- I will nominate a Supervisor (or Supervisors) of the Student who will be responsible for ensuring that my obligations as the Student's Employer are carried out
- I will ensure that the Work Experience is undertaken in a non-discriminatory and harassment free environment

- I will permit access to the workplace and contact with the student by the Principal or the work experience Co-ordinator at any reasonable time during the work experience arrangement
- Where the Principal has disclosed any necessary health information in relation to the Student I confirm that I will maintain the confidentiality of that health information and only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency
- I will notify the Work Experience Co-ordinator as soon as is possible if the Student is absent, injured or becomes ill in the course of undertaking the Work Experience
- I will consult with the Principal if I consider it necessary to terminate the Arrangement before the specified time
- I understand and accept the responsibilities set out above.

Work Provider Signature _____

Date / /

WORK EXPERIENCE ASSESSMENT FORM (Teachers)

NAME OF STUDENT:

NAME OF ORGANISATION:

DATE OF ASSESSMENT:

Your co-operation in completing this assessment form is highly appreciated. The information you will provide is invaluable to both students and teachers in assessing how the student has coped with this Work Experience placement.

Please rate each of the statements below as follows: 1 – 5 on the following points.

1 = Very Weak 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

STATEMENT	RATING	COMMENT
Time keeping		
Enthusiasm for work		
Ability to follow instructions		
Ability to communicate		
Ability to work with others; Conduct, Politeness		
Work ethic; attitude, motivation, taking responsibility		

WORK EXPERIENCE ASSESSMENT FORM (Work Provider)
Assessment and evaluation (Feedback)

Employability and Personal skills feedback Please tick the appropriate column	Excellent		Average		Poor	N/A
	1	2	3	4	5	
General behaviour; politeness and courtesy to others						
Appearance, appropriate dress, etc.						
Punctuality and timekeeping						
Relationship with colleagues/clients/customers						
Working as part of a team						
Communication						
Ability to understand and follow written or spoken instructions						
Taking responsibility/initiative						
Problem solving, observation and analytical skills						
Completion of allocated tasks						
Application of Information Technology						
Application of Numeracy						
Business awareness						
Positive attitude to work						
Please add any specific feedback on the student below:						
Signed			Position			