



# Work Experience Policy

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# What is Work Experience?

Work experience is designed to bridge the gap between education and the world of work. It can help inform career choices, provide the opportunity for young people to prove themselves to an employer, and help instill the attitudes and behaviours expected at work.

The College believes that work experience can take many forms including:

- corporate activities and local subject area events including employer talks
- progression week activities,
- visits to employers,
- jobs fairs and employer induction days
- work tasters
- running a student enterprise
- participation in social action
- volunteering or
- a work placement with an external employer

Work experience should be:

- directly relevant to a student's study programme
- planned and explicitly documented as part of the student's curriculum and timetable
- within the normal pattern of attendance at the College
- supervised and/or organised by a member of staff

In addition, the College will follow advice and guidance from the report published by Professor Sir John Holman, Adviser in Education at the Gatsby Charitable Foundation, titled "[Good Career Guidance](#)." The report identifies eight benchmarks that are the core dimensions of good careers and enterprise provision in schools and Colleges. These are:

- Benchmark 1 – A stable careers programme
- Benchmark 2 – Learning from career and labour market information
- Benchmark 3 – Addressing the needs of each pupil
- Benchmark 4 – Linking curriculum learning to careers
- Benchmark 5 – Encounters with employers and employees
- Benchmark 6 – Experiences of workplaces
- Benchmark 7 – Encounters with further and higher education
- Benchmark 8 – Personal guidance

Part time paid work, such as evening or Saturday work, does not qualify as work experience.

Any work experience organised by the student without the involvement of the College will not be included as work experience.

## The benefits of Work Experience

Work experience can add value to the study programme by preparing students for work. It enables them to explore the careers linked to the academic subjects they are studying and

helps with their choice of further or higher education. Other benefits of work experience can also help:

- To develop employer engagement and links with professional agencies.
- To provide purposeful and meaningful work-related learning inside and outside the classroom.
- To give greater guidance to student's next steps and create purposeful links between programmes of study and students' career aims.
- To gain new skills and knowledge within the student's industry by putting "Theory into practice".
- Improve a student's chances of getting higher achievement.
- To develop a students' soft skills.
- To enable first-hand experience with team working, communication and commercial awareness.

## Who completes Work Experience?

As a College, we want to ensure we have provided opportunity to ensure students are ready for the next stage of education, employment or training. It is expected that all students will complete Work Experience in some capacity across their time with us on there course. The aim will be for all students to have meaningful work experience which creates a purposeful link between their course, and their career aims.

Work Experience falls under the planned EEP (employability, enrichment and pastoral) hours that students need to complete throughout the programme of study. The amount of Work Experience students will complete will be dependent upon the nature of their core learning aim / main programme.

The curriculum will be coherently planned and sequenced in order to provide students with enough knowledge and skills for future learning and employment.

For some programmes work placement will be a mandatory component of their core qualification.

The nature of these activities will vary, primarily depending on the student's study programme. For example, work experience placements could be an integral part of more technical courses and contribute towards a student's final grade, but this will not be relevant or pertinent to a student with an academic programme of study.

## Roles and Responsibilities

- The Heads of School is responsible for overseeing planned and non - planned hours within their School. They will be accountable and monitor the quality of WEX activities, ensuring they are fit for purpose, meaningful and that students are meeting requirements.
- Curriculum leads will:
  - Ensure all students are participating in appropriate work-related activities by producing a scheduled plan to meet the Programme of Study requirements

- Work with the work experience coordinator to ensure there are appropriate opportunities for their student groups and place each student accordingly
  - Ensure Personal Tutors are signposting students to opportunities and that work-related activities are taking place, being tracked and student reflections are evidenced where
  - Review work experience activities to ensure all students meet their EEP hours
  - Ensure all work-related activities are validated and appropriate for students to attend.
  - Carry out or ensure that all the necessary workplace risk assessments and any other health and safety requirement is in place for employers working with the College in delivering work experience.
- Tutors will:
    - Work with students through group and 1:1 tutorial to identify work experience and work placement opportunities
    - Support students appropriately to ensure they are matched with opportunities either personally identified
    - Ensure students have had the opportunity to develop skills prior to attending work placement activities

## How will Work Experience be completed?

It is recognised that work experience is unique and individual to all students. All students will participate in appropriate activities for their level and personal abilities. Therefore, the College will produce annually, a table that presents the range of work experience activities it will offer students during the academic year. These can be chosen by the individual student at the start of the year, to be discussed and recorded by their tutor. This process to be reviewed on an annual basis. For an example of a WEX table, please see appendix A.

Curriculum leaders will work with teaching staff on each course's curriculum design to include fulfilment of EEP hours. Work experience and EEP hours embedded within the curriculum will be identified and highlighted on the SoWs and a student's course overview.

Students will work with their tutor to record all work experience throughout the year and to identify opportunities throughout the academic year to ensure the full hours of their EEP are achieved. This will be tracked and monitored by the tutor/academic tutor throughout the academic year.

Group tutorial discussions will be used to help students understand the purpose of placements and the employability skills they should be aiming to develop.

Tutors will work with students through group and 1:1 tutorials throughout the year to identify any work experience placement opportunities.

Students will be offered careers guidance/employability skills training as part of the tutorial process

# Employability week

Employability week usually takes place in the second term. This week is a series of activities for students to develop key employability skills needed for the world of work. This could include support with writing applications, drafting CVs, preparing cover letters and completing employer application forms.

Students will have the chance to complete a one-week work placement during Employability week if the opportunity arises.

## Work Placements

Work experience placements are understood to serve multiple purposes, including experience of the world of work, employability skill development and experience to help guide future career decision-making. The College recognises the importance of experiencing the world of work, while colleges stressed a need for students to develop and apply skills learnt during study programmes.

Once students have been placed with an employer, the College will monitor the students' progress throughout the work placement process.

The Curriculum leads will prepare employers for work experience placements by ensuring the necessary practical measures have been considered e.g. health and safety checks. A Health and safety audit will be completed by the College, and this will consist of a desk-based risk assessment. However, where placements were perceived to present a higher risk, such as those based in kitchens or on construction sites, desk-based assessments would be followed by a visit to the employer from the work experience coordinator.

Calls and face-to-face visits will be the main tools used for monitoring. This role will be fulfilled by a range of different staff

A Post-placement student evaluation will be recorded with the tutor or. The tuto will also collect employer feedback and will record this on ILPd

## How will Work Experience be recorded?

Work experience and EEP hours will be identified and highlighted on the SoWs and a student's course overview by teaching staff and curriculum leaders.

All EEP hours (to include work experience) will be recorded. EEP hours will be recorded once completed by the tutor,

All further correspondence regarding work experience will be recorded using Promonitor comments.

# Why is it important for the College to offer Work Experience?

## Funding

All 16 to 19-year-old students are funded for an individual study programme. Most study programmes have a core aim.

The study programme must be tailored to each student, have clear study and/or employment goals reflecting the student's prior attainment, and include

- substantial qualifications or work experience
- Maths and English for students who have not achieved grade A\*-C/9 to 4 GCSE in these subjects
- high quality work experience or work preparation
- added value non-qualification activity that supports the students' goals and is integrated into the study programme

Planned hours in a study programme are categorised as either qualification (planned learning hours) or non-qualification (planned employability, enrichment and pastoral hours). All the hours in both categories need to be recorded accurately on the ILR or school census to avoid problems with future allocations. Both categories are added up to form the total hours of a study programme, and the total hours are used to calculate the funding allocation

## Ofsted

Ofsted will look to see how the work experience has given the student the opportunity to contribute to and benefit from the learning programme, and how it has prepared them for employment. They will assess whether the work experience is both purposeful and planned, and whether it gives young people the opportunity to develop their employability skills in real working conditions.

Ofsted will look to see what the progression is for the student on their study programme. If it is progression to higher education, there would be no automatic expectation to see external work experience included in the programme. If it is to an apprenticeship or work, Ofsted will normally expect the student's study programme to include work experience with an external employer.

When inspected, Ofsted would look for evidence that the simulated work experience has been purposeful and look at what value the young person has gained from the experience.

However, students should progress to external work experience at the earliest opportunity especially if work experience is a substantial part of their study programme. When inspected, Ofsted would look for evidence that the simulated work experience has been purposeful and look at what value the young person has gained from the experience.

Appendix A: An example of WEX

Activity	Available to			Duration
UCAS workshop	x	x	x	1 hour
Work placement	x	x		5 days
Visit a building site				1 day
Visit Royal Holloway	x			
Create a panto for the local primary Schools		x		2 hours per week (Tuesday 5 – 7pm)
Care home chat	x	x	x	3 hours
Careers in Sports talk				2 hours
Residential charity trip	x	x		4 days in Easter Holiday (to enquire speak with your tutor)