



WORK EXPERIENCE POLICY

September 2025

Responsibility	Head Teacher
Date of next review	September 2027

Signed:
Head Teacher

Date: 01.09.2025

Signed:
Director of Lifelong Learning

Date: 01.09.2025

The Aspire Academy

WORK EXPERIENCE POLICY

Rationale

THE GATSBY BENCHMARKS OF GOOD CAREER GUIDANCE.

In 2014, Lord Sainsbury's Gatsby Charitable Foundation published a report by Professor Sir John Holman, Adviser in Education at the Gatsby Foundation, titled "Good Career Guidance."

The report identified eight benchmarks that are the core dimensions of good careers and enterprise provision in schools:

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

This policy focuses on Benchmark 6: **Experiences of workplaces**

Every pupil should have first-hand positive experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have. By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.

Key Principles

1. Work experience should be an entitlement for all pupils, regardless of ability, ethnic origin, social background, disability or gender.
2. All work experience placements must be part of a pupil's educational programme.
3. Pupils on work placements should not be asked to work excessively long hours or unnecessarily unsocial hours. It is recommended that pupils should not work more than a standard eight-hour day, and pupils should not work for more than five days in any consecutive seven-day period.
4. Pupils will undertake work experience generally on half-day or full-day placements on a weekly basis.
5. Work experience must be unpaid.
6. Pupils are encouraged to access placements where they are not under the direct supervision of their parents/carers, in order to broaden their experience of the world of work. However, in certain circumstances placements supervised by a parent/carer may be agreed with the approval of the school.

Aims and Objectives

To enable pupils to:

- Gain experience of the world of work
- Try out a particular job or career
- Discover something about their skills, preference and talents
- Develop relevant qualities including, initiative, assertiveness, independence, confidence, respect for others, and the ability to compromise and negotiate.
- Understand more about work-related issues e.g. health and safety, equal opportunities, business organisation.
- Develop presentation, interview, communication and decision-making skills
- Relate their individual education to the world of work
- It is our intention that every pupil who attends The Aspire Academy has at least one experience of a workplace by the age of 16.

Organisation of Work Experience

The opportunity to access a work experience placement falls within our KS4 alternative provision options, which are offered during the summer term of Yr9. Pupils, with the support of their parents, are encouraged to organise their own work experience, while staff will advise and help oversee the process. This encourages the pupils to use their initiative to find suitable placements and to make contact with employers. Our experience has shown that if the pupil arranges their own placement it is less likely to 'fall through' and is more likely to be successful.

Where pupils and parents struggle to arrange their own work placement staff will then help to research, contact and secure suitable placements for them.

The Academy reserves the right to withdraw pupils from the programme if there are significant concerns relating to poor behaviour, attendance, etc.

Roles and Responsibilities/Procedures

Mr Thomas and Mr Hitchins are responsible for the overall organisation, planning, tracking and evaluation of the work experience programme, and they are also the first point of contact for all pupils, parents/carers and placement providers.

Pupils will meet with either Mr Thomas or Mr Hitchins to discuss placement options, and they are responsible for conducting themselves in an appropriate manner during work experience. If pupils are unable to attend their work placement for any reason they are expected to inform both the school and placement as early as possible.

The Heads of Yr10 and Yr11, and the Yr10 and Yr11 tutors are kept informed of the placement details.

Employers

We are required by the Department for Education and by the Health & Safety Executive to seek reassurance on insurance and health and safety aspects of work experience before approving placements. To ensure that these requirements are in place The Aspire Academy are in partnership with Worcestershire EBP Ltd, who visit work placement providers to conduct the necessary insurance and health and safety checks, and subsequently approve the placements for work experience. These suitable work placements are then listed on their work experience database, and once listed, pupils can then be enrolled and begin the placements.

Monitoring and Review

We monitor each pupil's work experience attendance via daily phone calls and ad-hoc visits – any absences are managed through our 'first day calling' process by our attendance officer and administration team. If any pupil leaves the workplace without any prior agreement with the parents and school, or if they abscond, we would ask the employer to contact the school immediately to inform them, by calling the school telephone number – 01905 455422.

We will review all placements half termly and this will be done in collaboration with the placement provider, the school, the parents and the pupil.

Qualifications

A broad diet of relevant formal qualifications are offered to all pupils who access work experience, including; AQA 'Aspire Academy' Progression Awards, AQA Unit Awards and Prince's Trust Awards at all levels.

Appendix 1: WEX Consent Letter to Parents & Carers

Re: Offsite Education/Work Experience

Dear

Below are the details of Work Experience for (INSERT PUPIL NAME) from September 2025.

Provider:

Day:

Time:

Address:

Contact Number:

Please note that you are responsible for informing both school and the placement provider if (INSERT PUPIL NAME) is unable to attend. The placement is an important part of school and, irrespective of attendance, school are liable for the cost of the provision. Therefore, if 3 sessions are missed, we will need to meet to discuss whether the placement can continue.

If you are happy with the above arrangements and do not need to discuss them with me, please complete and sign the attached form, and return this to me at school. If the form is not returned, (INSERT PUPIL NAME) will not be able to attend his/her placement.

Yours sincerely,

Mr R. Rainbird-Hitchins

Designated Safeguarding Lead



Offsite Education/Work Experience

I have read the information regarding Work Experience.

In the event that **INSERT PUPIL NAME** is unable to attend, I understand I am responsible for informing school and the placement provider.

I understand that 3 missed sessions may lead to the placement being withdrawn.

Pupil Name: _____

Parent/Carer Name: _____

Signature: _____

Date: _____

Appendix 2: WEX Visit: Feedback Form



Work Experience Visit: Feedback Form

Pupil Name:	Tutor Group:
Employer Name:	Company:

Is the employer happy with the pupil?
What sort of tasks is the pupil doing?
Is the pupil happy with the placement / finding it useful?
Has the pupil had a health and safety briefing? When?
Do you feel there are any health and safety issues?
Would the employer offer work experience and/or apprenticeship placements in future?
Any other comments:

Signed (employer):	Date:
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Signed (school):	Date:
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