



CAREERS AND WORK EXPERIENCE POLICY 2024/25

This policy is reviewed annually to ensure compliance.

Approved/reviewed by	
Georgina Pryke	
Date of next review	01.06.2026

Key staff involved in the policy

Role	Name(s)
Careers Lead	Jools Butcher
Careers Lead	Beth Scott
Senior leader(s)	Georgina Pryke, Lisa Walker, Ruth Saban

Rationale

Thriftwood school and College's careers programme forms an integral part of the curriculum. The programme encompasses careers education, information, advice and guidance (CEIAG), enterprise and work-related learning, and work experience. Thriftwood school and College is committed to providing a planned careers programme for all students in Years 7 to 13 (14) in order to prepare them for the opportunities and responsibilities of working life, support them in making informed decisions, and to inspire and motivate them to develop their aspirations.

The School and College will have regard to the Government's 'Careers strategy: making the most of everyone's skill and talents' (Dec 2017) and DfE statutory guidance (Oct 2018) which sets out that schools should use the eight Benchmarks of Good Career Guidance developed by the Gatsby Charitable Foundation to develop and improve their careers provision. It will be reviewed and updated in line with any new official guidance from the Department for Education, Ofsted and other relevant bodies.

The school is committed to meeting all eight Gatsby Benchmarks by:

1. Providing a stable careers programme that is known and understood by pupils, parents, teachers and governors
2. Using career and labour market information to inform the careers programme
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Providing opportunities for encounters with employers and employees through a range of enrichment activities
6. Providing experiences of workplaces to help students' exploration of careers opportunities
7. Providing encounters of further and higher education in order that students understand the full range of learning opportunities available to them via both academic and vocational/technical routes
8. Providing opportunities for personal guidance to Learners, to meet their individual needs

The school has a designated Careers Leader, who works closely with specialist advisors, pastoral and academic staff to enable the consistent delivery of the careers programme across all eight Gatsby Benchmarks.

Progress against the Gatsby Benchmarks is regularly reviewed and tracked by the Careers Lead assisted by supporting staff. Thriftwood School and College also use Compass + and Tapestry to assess the extent to which the Gatsby Benchmarks have been met. The school will use destinations data and feedback from: alumni, learners, parents, teachers and employers in order to monitor, evaluate and continually improve the careers programme.

Careers Education, Information, Advice and Guidance

All Learners have access to:

- trips that support learners in developing their understanding of a range of different subjects and careers
- whole school or key stage events e.g. Curriculum Work Related Learning Mornings, visiting speakers
- National careers events which are supported by the school and College e.g. National Science Week
- High quality PSHCE lessons and assemblies in each key stage

In addition, there is tailored provision in the different Key Stages. This includes but is not limited to the following:

Learners at KS2:

- Consider and revise their own hopes and aspirations each year
- Participate in focused lessons to build learning and employability skills as well as independent life skills
- Participate in regular community visits to build awareness and familiarity with workplaces and job families
- Develop work skills through in class activities such as snack shops and class jobs
- Follow a PSHCE programme with focused lessons to develop self-awareness, the world around me, healthy lifestyles, self-care, support and safety.

Learners at KS3:

- Will access Naturally Talented Me, a vocational profiling platform
- Will take part in a whole class workplace visit each term, relevant to the topic
- Will take part in a small group, workplace visit linked to their NTM profile outcome and individual aspirations and skills
- Participate in an Enterprise competition (Year 7 and 8)
- Participate in Enterprise schemes throughout the year (Year 9)
- Have 2 hours a week directed time on careers related learning and skills for working life (Year 9)
- Will develop awareness of careers through in school events such as 'who works at my school', 'parent networking' and topic related visits from employers in a range of sectors
- Will develop awareness of future pathways and options at college through workshops with Year 12/13 college learners
- Develop awareness of different careers, job families and skills in focused assemblies
- Will attend a multi-school careers event
- Follow a PSHCE programme with focused lessons to develop self-awareness, the world around me, healthy lifestyles, self-care, support and safety.

Learners at KS4:

- (except for those pupils on The Foundation Growth Pathway who are following a pre-DofE programme) - will take part in the Duke of Edinburgh Award Scheme.
- will engage in 'Experiences of the workplace' through insight days and adapted Community Learning sessions where they may engage with employers in a meaningful way or take part in some smaller work-based tasks.
- engage in careers discussions during dedicated tutor sessions
- will access Naturally Talented Me to develop their work skills profile
- be able to access a careers information board
- have an individual guidance meeting with SEND Careers Advisor in Year 11
- participate in careers drop down days
- experience being part of an enterprise and learning how business skills link to a range of careers and businesses in B and E sessions
- follow a tailored set of PSHCE lessons including:
 - Financial Decision Making
 - Work based skills such as first aid

Careers and Next Step events and opportunities are advertised and organised on an ongoing basis and, where appropriate, targeted at certain students.

Students at KS5:

- will complete a 2 week Work Experience programme in year 12
- have the opportunity to engage with a range of external agencies such as Colleges, Universities, Charity Groups etc.
- are supported with college applications
- Access Interview preparation and practice led by the DWP
- Will access Naturally Talented me to help develop their complete CV
- May participate in an extended Work Experience Placement
- Follow a One Year Business and Enterprise Programme in Year 13 linking careers skills

Careers and Next Step events and opportunities are advertised on an ongoing basis and, where appropriate, targeted at certain students.

Purpose of this policy pertaining to Work Place Encounters and Work Experience

This policy provides a framework to ensure that students who take part in work experience as part of their education provision at Thriftwood College access Work Experience placements that are carefully managed, monitored and which provide a safe environment. This includes the organisation of the placement as well as health, safety and safeguarding requirements of all work experience programmes. We will work with a preferred partner to help us engage appropriate employers to help us facilitate this programme.

Gatsby Benchmark 5 relates to Work place Encounters and states:

“Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities, including visiting speakers, mentoring and enterprise schemes.” (Gatsby 2014)

Aims of Work place Encounters (at Key Stage 3)

- To give learners an insight into the world of work
- To help prepare students to engage in a work experience programme through the next transition stage of their education
- To gain experience of meeting new adults
- To gain experience of asking meaningful questions about work
- To gain insights into work and help shape aspirations for the future

Responsibilities:

DUCTU (our preferred partner) will facilitate links between the school and employers and help provide meaningful face to face interactions with these employers to help our pupils connect with the world of work.

The school, in collaboration with DUCTU (and the employers) will ensure that:

- All ‘encounters’ comply with the school’s health and safety arrangements pertaining to trips and visits

Gatsby Benchmark 6 relates to Experience of Workplaces and states:

“Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help with their exploration of career opportunities and expand their networks.” (Gatsby, 2014)

Aims of work experience (Key Stage 5):

- To give learners the experience of life beyond school and a better understanding of the world of work
- To increase awareness of career opportunities, give a clearer sense of career aspirations, and ability to make informed choices
- To gain experience of the work environment and meeting and dealing with adults
- To gain experience of carrying out new tasks
- To gain experience of following rules and understanding why they exist
- To understand the importance of personal and social skills including personal presentation, time management, team-working, communication/literacy, enthusiasm and commitment
- To increase self-confidence, independence and maturity
- To improve motivation to engage in education through understanding the links between learning in college and working life
- To enhance the student's CV
- To enable an easier transition from education to work

Responsibilities:

The BEP Group (our preferred partner), in collaboration with Thriftwood College, will ensure that:

- adequate health and safety checks are carried out before allowing work experience to take place
- an appropriate process for organising work experience placements is implemented, including the use of external bodies, where appropriate
- they liaise with the work experience placement providers to ensure that they have identified relevant control measures that will be applied during any placement to guard against such risks.

Employer

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity
- an employer must consider:
 - the layout of the workplace
 - the physical, biological and chemical agents they will be exposed to
 - how they will handle work equipment
 - how the work and processes are organised
 - the extent of health and safety training needed
 - risks and assessment of particular agents, processes and work

Parents/Carers

The school and College are only able to provide information regarding additional educational needs when these are deemed as appropriate to support the pupil in their placement, these can be supplied by parent/carer. It is therefore the responsibility of parents/carers to ensure that details regarding additional educational needs are provided to the school as soon as they arise.

Parent/carers should support students on work experience placements, especially in regard to providing transport or meeting transport costs. Out-of-area placements may incur a cost for the Health and Safety

check that would need to be carried out by that area. These placements will be considered on a case by case basis.

Learners

Learners are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.

Learners are expected to cooperate fully with their employer, and behave in a manner befitting their workplace, as representatives of the school.

College arranged work experience

Parents/carers will be provided with all relevant information regarding the work experience placement via communication by letter and/or text and through student information.

Before embarking upon school arranged work experience, we will ensure:

- that learners are provided with any relevant information about the employer and the site conditions that may affect their health and safety.
- that learners have received health and safety instructions and in relation to any risks that they are likely to be exposed to in the course of their placement.
- that learners are provided with details of a school contact who they can contact should they encounter any problems or concerns during their work experience.

Work experience arranged by the student or family

Work experience placements arranged by the learner are still subject to the appropriate health and safety checks via College Staff and all details must be provided by parents/carers with the return of the own find form. All placements MUST have Employers Liability Insurance. This is DIFFERENT from Public Liability Insurance.

No placements will be allowed to go ahead without Employers Liability Insurance.

Health and Safety

Throughout the placement the school always retains a 'duty of care', and will ensure, through the use of The BEP Group:

- learners are not placed in a working environment where there are significant risks to their health and safety
- placements are vetted, in accordance with health and safety procurement standards (HASPS)
- risk assessments from prospective employers are checked by third party assessors through The BEP Group
- learners do not work excessively long hours (no more than an 8-hour day, 40 hours (about 1 and a half days) per week, 5 days per week), or unnecessarily unsocial hours
- systems are in place to ensure health, safety, and welfare, as far as reasonably practicable, of placements, i.e., health and safety policy, risk assessments, communications, and forms of consent
- learners are always supervised by competent people whilst on work experience
- specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age
- employers are provided with relevant information about students, e.g., their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g., learning disabilities or language problems.

Safeguarding

Our 'duty of care' extends to all students, including those who undertake work experience.

To assist in this, The BEP Group and Thriftwood College will:

- ensure that employers or training providers hosting our students endorse the safeguarding policy
- identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement

The College will provide students with clear advice and a point of contact at the College in case of any problems or issues whilst on work experience.

We will consider any potential risks to students to see if any additional safeguards are needed in the case of:

- any student who is vulnerable, e.g., special needs, Looked After, is known to have experienced abuse or neglect - substance misuse etc.
- any student who is likely to be alone with an adult as part of the work placement, e.g., sole trader or self-employed person working from home.

DBS Requirements

DBS clearance forms are not required for work experience by the student or the employer as no student is to be left on their own or unsupervised at any time whilst on placement. This is the responsibility of the employer to ensure trained, responsible members of staff are always providing mentoring and supervision for the period of the placement.

For those learners who are identified as vulnerable due to special educational needs/behavioural issues; placement employees will be visited or called to discuss this needs of the young people according to their individual needs. The employer will be made aware of this before commencing placement.

Work Experience Timeline

Year 11 Summer Term:

- Inform parents and/or carers of work experience letter
- Inform students of work experience
- Profile pages sent to parents to complete
- Ensure all parties are aware of the deadlines for paperwork

Summer Break:

- Parents to search for own placements

Year 12 Autumn Term

- Naturally Talented Me profiles created to profile appropriate placements
- College staff to seek 'own find placements'
- Learner Aspiration forms given to students to complete
- Information shared with BEP from Arbor platform
- BEP to identify placements and undertake all necessary checks and RA's
- Parent meeting with students in attendance in preparation of starting the placement
- Placement information sent to parents to approve

Year 12 Spring Term

- Any adaptations or changes made to placements
- Interviews and Visits to placements organised by parents and pupils
- Contact made to placements by college staff (if necessary)
- Visits made to placements organised by parents
- Work experience diary given out in Reflection sessions

Considerations of information sharing in lieu of the placement commencing:

- health & safety and their responsibility in the workplace
- what to do if unable to attend or if ill
- things to do in certain situations ('What if?' scenarios, particularly in relation to Safeguarding issues)

This will be communicated via letter through the Arbor System.

Parents/carers, alongside Thriftwood College Staff, must make employers aware of any health issues-e.g.

- medical conditions
- learning difficulties
- physical disability
- behavioural needs

During the placement:

Thriftwood College staff will monitor the progress made by an individual student on a placement.

A suitably briefed member of school staff will call or visit during the first week to ensure the student(s) are settled and safe. Where possible, a member of staff will arrange a suitable visit during the second week.

A personal log is to be completed by the student during the placement to complete. This has fact finding, questions and answers to put to the employer and a daily diary to complete. Along with this a feedback sheet is completed by the employer and returned to the work experience coordinator to evaluate.

We are responsible for the student's attendance on the placement although the parents and employer will need to monitor it for us. Students are required to contact the school if they cannot/do not attend that day.

The student is also required to let their placement know if they cannot attend as they would if they were employed and as common courtesy.