



Business &
Enterprise



APPLIED
LEARNING

ST ALBANS GIRLS' SCHOOL BUSINESS & ENTERPRISE COLLEGE

Work Experience Policy

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Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY

The purpose of this policy is to set out the principles on which the school work experience is based and the main objectives of work experience. Work experience is seen as an integral part of the school curriculum.

All students have one week's work experience in KS4. We work in partnership with Hertfordshire Careers Service as part of the coordinated work experience scheme. The careers coordinator is responsible for work experience within the school. This includes curriculum integration, preparation of students and materials, teacher visits and debriefing. Work experience reflects the school's equal opportunities policy which is committed to achieving equality of opportunity for all. Health and safety policy and arrangement for vetting placements are formalised by Hertfordshire Careers Service. Students going on work experience are made aware of the health and safety laws designed to protect them and about their own responsibilities for health and safety.

The main aims of work experience in St Albans Girls' School are:

1. to improve the quality of learning in careers education and guidance;
2. to make the school curriculum more meaningful and significant to students and thereby to raise their levels of achievement;
3. to improve speaking and listening skills;
4. to have an impact on the behaviour of students and their relationships with adults;
5. to enable students to develop their knowledge and understanding of the world of work;
6. to improve students' attitudes relevant to employability;
7. to enhance the level of maturity and personal and social skills of students;
8. to improve students' employability skills such as:-
 - * communication
 - * numeracy
 - * information technology
 - * problem solving and dealing with change

Extended Work Experience

Extended work experience in Key Stage 4 is also an integral part of the school curriculum; it provides a more flexible approach to learning and complements the vocational curriculum.

It is an opportunity for those students who choose this option in year 9 to develop their personal, social and employability skills through a work placement.

Students attend their placement one afternoon a week. Following a review in year 10, the students are given the opportunity to have a different work experience placement in year 11 or stay in the same work place.

Extended work experience can offer a range of learning opportunities for students, which will enhance their knowledge and understanding of work and raise their awareness of career paths and opportunities.

In the 6th form there are opportunities for work experience that directly relates to an area of work that a student is considering entering.