

BTEC/Work Experience Protocol



Aims and Objectives

Work experience is central to the curriculum as a key part of non-qualification activities.

Work experience helps students to:

- experience work at first hand
- understand how employers and organisations work
- experience the social relationships at work
- appreciate the expectations that employees will have of fellow workers
- gain the self-confidence needed in an adult world
- develop both skills and knowledge for adult life

Procedure and Responsibilities

It is our intention that every student at Archway completes one week of work experience by the end of Year 10, and those in the Sixth Form by the end of Year 12. Sixth Form students following vocational courses must complete an appropriate work placement for their course.

Students are supported in the process of organising their work experience week.

The Work Experience Co-ordinator helps organise the placement and, once arranged, students will need to complete and/or get completed all relevant paperwork. Only when the student's form is returned to school with signatures of the student, the parents and the employer, is the placement confirmed.

Health & Safety checks are conducted by an external agency and overseen by the Work Experience Co-ordinator.

During the period of Work Experience the student is required to complete the log section of the Work Experience booklet. A member of the school staff will endeavour to visit the student during their time on Work Experience.