



Campion School
Work Experience Policy
(WEP)

Aspire Engage Achieve

Michael Wilson

CAMPION SCHOOL Drive, Sydenham, Leamington Spa, Warwickshire CV31 1QH

01926 743229

Index - Campion School Work Experience Policy

Purpose and Scope	1
Aims of the Work Experience Programme	1
Key Dates	2
Securing a Work Placement	2
4.1 Year 12 Flexibility	2
Alternative Work Experience – Springpod	2
5.1 What is Springpod?	2
Work Experience Outside of the Set Timeline	3
Logging Work Experience via Grofar	3
7.1 Student Responsibilities on Grofar	3
7.2 Parental/Guardian Responsibilities on Grofar	3
7.3 Employer Responsibilities on Grofar	3
Health and Safety Requirements	3
8.1 Risk Assessments	3
8.2 Health and Safety Site Visits	3
Requirements for All Work Placements	4
9.1 Expectations of Students	4
9.2 Prohibited Actions	4
Payment	4
Hours of Work	4
Post-Placement Review	4
Year 10 Banding	4
Compliance and Accountability	4
Contact Information	5

Campion School Work Experience Policy

1. Purpose and Scope

At Campion School, we recognise the importance of work experience in preparing students for the modern workplace. Our Work Experience Programme offers students in Year 10 and Year 12 practical exposure to different industries, helping them explore potential career paths and develop essential skills. This programme aligns with our commitment to equipping students with the knowledge and abilities to make informed decisions about their future.

The Work Experience Programme occurs annually in March and lasts one week. Year 10 students are divided into two bands, each group completing their placements two weeks apart. Year 12 students also undertake placements in March but may complete them outside this timeline if they align with their career or university requirements.

This policy outlines the procedures, responsibilities, and expectations for students, parents, employers, and school staff involved in the programme. It ensures that the process is well-coordinated and that the safety and well-being of students are prioritised.

2. Aims of the Work Experience Programme

The Work Experience Programme is designed to:

- Provide students with insights into various industries and career options.
- Help students develop practical communication, teamwork, and time management skills.
- Expose students to professional expectations and responsibilities in a real-world setting.
- Aid students in reflecting on career aspirations and making informed decisions about their future.
- Encourage students to apply classroom learning practically, enhancing their overall learning experience.

3. Key Dates

- **Work Experience Duration:** One week in March for each group.
 - **Year 10 Students:** Divided into two bands.
 - Group A: First week of March
 - Group B: Third week of March
 - **Year 12 Students:** Encouraged to participate in the March week but may arrange placements outside this period if relevant to their career goals or university requirements.
-

4. Securing a Work Placement

Each student is responsible for finding their work experience placement. The school will support this process, offering guidance on:

- Contacting employers (e.g., drafting letters or emails).
- Preparing for interviews or meetings with employers.
- Exploring potential industries that align with career aspirations.

Parents and guardians are encouraged to assist, but students should take the lead in securing their placements, an essential part of the learning experience.

4.1 Year 12 Flexibility

Year 12 students can complete work experience outside the designated March week under the following conditions:

- The placement is relevant to the student's career or university application.
- The placement meets health and safety requirements and provides necessary documentation (risk assessments, insurance).

Students should contact the Work Experience Coordinator to discuss and get approval for alternative placements.

5. Alternative Work Experience – Springpod

For students who cannot secure a traditional work placement, the school provides virtual work experience through Springpod.

5.1 What is Springpod?

Springpod is an online platform offering virtual work experiences across multiple industries. If a student cannot attend an in-person placement, they will complete a Springpod programme during the same week. This virtual experience includes:

- Career insight sessions with industry professionals.
 - Interactive, real-world tasks and projects.
 - Mentorship opportunities.
 - A final reflection report.
-

6. Work Experience Outside of the Set Timeline

Year 12 Students may complete work experience outside of March if the placement relates to career aspirations or university requirements. The following conditions must be met:

- The placement provides relevant experience.
 - All required health and safety checks must be completed, including documentation (risk assessments, public liability insurance).
 - The placement must be logged via Grofar, the school's work experience management platform.
-

7. Logging Work Experience via Grofar

Campion School uses the Grofar platform to manage and monitor all work experience placements. This system tracks placement details and meets health and safety requirements.

7.1 Student Responsibilities on Grofar:

- Log placement details (company name, contact info, health and safety officer) into the system.
- Upload confirmation letters or emails from the employer.

7.2 Parental/Guardian Responsibilities on Grofar:

- Verify placement details, including employer contact information and health and safety provisions.
- Ensure that public liability insurance and risk assessments are provided.

7.3 Employer Responsibilities on Grofar:

- Complete risk assessments and submit a copy of Public Liability Insurance.
 - Ensure student supervision and provide accurate contact details.
-

8. Health and Safety Requirements

Ensuring student safety is a priority. All work placements must meet the required health and safety standards.

8.1 Risk Assessments:

Employers must complete and submit risk assessments through Grofar before the placement begins, detailing potential risks and control measures. Public Liability Insurance must also be uploaded to confirm coverage.

8.2 Health and Safety Site Visits:

School staff may conduct a pre-placement site visit for higher-risk environments to ensure all risks are managed appropriately.

9. Requirements for All Work Placements

9.1 Expectations of Students:

- **Dress Appropriately:** Follow the dress code suitable for the role, ensuring professionalism and safety.
- **Punctuality:** Arrive on time and adhere to scheduled breaks.
- **Engagement:** Show interest, be proactive, and ask questions.
- **Health & Safety Compliance:** Follow workplace safety guidelines.
- **Professional Behaviour:** Maintain a positive and respectful attitude.
- **Respect for Property:** Treat all employer property with care.

9.2 Prohibited Actions:

- **Machinery:** Do not operate machinery without specific training and supervision.
- **Safety Equipment:** Do not tamper with Personal Protective Equipment (PPE) or safety tools.
- **Inappropriate Communication:** Avoid personal contact via social media or phone with employers unless work-related.

10. Payment

Under the Work Experience Act 1974, students are classified as children in education, not employees. Therefore, they are not entitled to payment. Employers must ensure students engage in meaningful tasks without replacing regular employees.

11. Hours of Work

Students should follow the business's regular working hours, which must comply with Child Employment Legislation. This means no work before 7:00 AM or after 7:00 PM. Students with prior commitments should discuss scheduling conflicts during the pre-placement interview.

12. Post-Placement Review

After their work experience, students must complete a review, reflecting on their learning and feedback from employers.

13. Year 10 Banding

To ensure smooth coordination, Year 10 students are divided into two bands:

- **Group A:** First week of March
- **Group B:** Third week of March

This staggering ensures adequate support and efficient health and safety checks.

14. Compliance and Accountability

All students, parents, employers, and school staff must comply with this policy to ensure the Work Experience Programme runs smoothly. Concerns should be reported to the Work Experience Coordinator, Michael Wilson, at:

- **Email:** michaelw4@campion.warwickshire.sch.uk
- **Phone:** 01926 743229

Campion School: Work Experience Policy

Provision of career information at schools and other institutions.

Ownership: Campion School

Date updated: 23 September 2024

Michael Wilson

CAMPION SCHOOL Drive, Sydenham, Leamington Spa, Warwickshire CV31 1QH