

# Work Experience Policy

**Policy Type:** Local  
**Approved by:** AQC  
**Effective From:** March 2024  
**Revision date:** March 2025

## Document History

Changes to grammar, punctuation, spelling and sentence structure have been made throughout the document. In addition to these minor changes the following have been made.

Version	Date	Author	Changes
V1	30 March 23	N Coleman	New policy
V2	04 March 24	N Coleman	<ul style="list-style-type: none"> <li>DBS company name change</li> <li>Under Management and staffing, Events Communications Coordinator removed and Work Experience Coordinator role amended to Work Experience Team Leader.</li> </ul>

## The Mission of the College is:

To be a distinguished provider of the highest quality education, enriching the lives of students within a lively, caring community and enabling all to develop the skills to meet the demands of a changing world with confidence.

## The Mission of The Prospect Trust Careers Services Team is:

To provide an outstanding service to students before they join us, throughout their time at the College, and as they make the transition into higher education, apprenticeship, training or employment and beyond. To work in collaboration with local and national partners/employers to support the development of employability skills and the relevant experience required to build, and maintain, fulfilling careers and make a valuable contribution to society.

## Our Policy/Intent

All students have an entitlement to Careers Education, Information Advice and Guidance (CEIAG) that will enable them to achieve personal and economic well-being and manage the lifelong process of career planning and progression. CEIAG is a College-wide responsibility, delivered via personal tutors, curriculum teachers and support staff to facilitate the progression of all students.

The College firmly believes that work experience is an important element in helping students to develop and to make themselves stand out in a competitive world.

It is College policy that all students source, participate in and evidence meaningful employer engagement (MEE) totalling 36 hours. This is made up of 15 hours virtual work experience and a minimum of 21 hours in person work experience. This is to develop their employability skills in an area relevant to their career aspirations, or if undecided, a placement that will support their career exploration. Evidence of all work experience placements are recorded digitally onto the Grofar platform ([www.grofar.com](http://www.grofar.com)) by our students as part of their Prospects Diploma – a mandatory element of every students' programme of study.

## Grofar Platform

The college uses the award winning work placement software platform Grofar ([www.grofar.com](http://www.grofar.com)) to support the student and the work experience team with the management and processing of placements.

## Work Experience Process

In order to create a standardised approach to Work Experience, a clear and robust process has been created. The process is communicated to staff, students and parents at the start of the academic year to ensure that all parties are aware of their responsibilities to secure a successful work experience placement.

- All students will be automatically signed up to the Grofar platform in Year 12.
- Introductions on how to login and use the platform will be delivered by the work experience team during tutorial lessons.
- Information on the processes that need to be followed will be delivered by the work experience team during tutorial lessons.
- Work Experience drop in clinics will be available. Students will be able to book appointments using the internal college booking system.
- There is a dedicated work experience page on the careers page on the college's study directory with links to Grofar user guides.
- Students will be encouraged to source their own placements as this helps to develop important skills, such as researching and communication.
- Students will be encouraged to arrange their work experience placements during the college holidays, however we would be happy to consider authorised absences in the case of a suitable meaningful placement.
- All placements must be submitted 4 weeks prior to the student attending their placement.
- Any placement submitted with less than 4 week's notice will not be approved.

- Students will be advised of the important cut off dates in tutorial, via the weekly careers newsletter, via pop up messages on CristalWeb, via email to parents and on the college's study directory.
- All placements should be completed by September (start of year 13).

## Health and Safety

The College will take reasonable steps to ensure that employers are managing any risks to a student during a work placement by communicating with them to find out what the job description is, and confirm the employer has arrangements in place to manage the risks. Checks will be made in proportion to the working environment, but will include an on-site visit to high risk placements.

Students will be advised that they **must** ensure that their placement is added to Grofar before attending so it can be authorised, avoiding any safeguarding risks. We are unable to take responsibility for the safety of any student if we are unaware of the arrangements that have been made.

## DBS Certificates

All students who are looking to work with Children and/or Vulnerable adults need to apply for a DBS Certificate. Any student can apply if their placement stipulates that they need one. The DBS application process is managed by the Work Experience team.

Students should allow at least 4 weeks for their DBS application to be processed. In busy times, this can take up to 8 weeks.

We use the 'umbrella body' Strictly Education to process all DBS applications.

## Management and Staffing

The Prospect Trust Careers Services Team is managed by the Head of CEIAG and Careers Leader Nikki Coleman, supported by two Team Leaders and a team of Careers Advisers and Work Experience Coordinators. The Careers team support the work of the tutors and subject teachers in promoting CEIAG, as well as initiating its own work in this area. The careers programme is planned, monitored and evaluated by the Head of Careers and line managed by The Director of Education. Work experience is planned and implemented by the Work Experience Team Leader.

Our Careers Education, Information and Guidance (CEIAG) programme is scrutinised and supported by Greg Thornton the CEIAG Link Councillor for the Academy Quality Council.