



# NORTH LIVERPOOL ACADEMY

## EXTENDED WORK PLACEMENT POLICY

1. It is our policy to encourage a small number of Year 11 students who would specifically benefit from this, to attend this type of work experience placement. The aim is to support their work in school by giving it a context and also to assist them to secure appropriate employment. The placements are also an early opportunity to demonstrate to the young people the daily demands that the work place makes on individuals and to help them be successful in a mature adult environment.
  
2. Preparation for the extended work experience placement occurs in the Autumn Term and the following programme is implemented:-
  - 2.1.1 Director of Inclusion arranges an interview for the student with the School's Connexions Representative.
  - 2.1.2 An appropriate place of employment is chosen i.e. one which reflects the pupil's needs, vocational ambitions and interests, and which offers good quality training and experience. When all the parties involved (i.e. student, parents, school and Connexions Staff) have agreed on the place of employment, then the employer is approached and a request for a placement is made. With certain young people it is normal practice for the Connexions worker or Director of Inclusion to accompany the student for the initial interview.
  - 2.1.3 Before the end of the Autumn Term the member of Staff from Connexions will establish that the employer has been checked for health and safety/insurance cover and she will also draw up a contract for the extended work experience. The pupil will then be aware of targets, hours of employment etc, before the commencement of the placement.
  
3. Where possible the aim is to place the pupil for one, or occasionally two days per week, from January to May. This means that it ought to be possible to achieve minimum disruption to public examination entries; disapplication should not be necessary and the course work deadline of February Half Term can be met. The intention is to improve motivation, and to encourage the pupils to do their best in their examination commitments. Key skills in particular should be continued in school. There may be special occasions where pupils are released before Christmas if, in the opinion of the Academy, work experience would help with the wellbeing of the student and achievement/attendance at the Academy.

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4. The Academy reserves the right to withdraw a placement if it is not accompanied by regular attendance at school or attendance at the placement.
5. The Director of Inclusion, and/or member of Staff from Connexions, will explain in advance to the employer and pupil that there will be regular monitoring visits to assess the learning goals and to offer support.
6. As well as continuous assessment the school will ask for a final report from the employer in order to assess attendance, punctuality, attitude and acquisitions of skills. This document will be used by the student as evidence for inclusion in their Record of Achievement.

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