



Downs View School, Link College and Life Skills College

Work Experience Policy Statement

Senior management	
Work placement Co-ordinator (Life Skills College)	Raul Ortiz
Work placement Co-ordinator (Link College)	Stuart Johnson
Work placement Co-ordinator (DV Woodingdean)	
Date of Completion of policy	September 2015
Date of Adoption by Governors	February 2016
Date to be reviewed	September 2017
Latest updated version	December 2018
Amendments	October 2019 – Raul Ortiz May 2021 – Anna Jones

Introduction

At Downs View we aim to offer relevant work experience to all learners in KS4 at Downs View School and in KS5 at Downs View Link College.

The aim for all of our learners is to increase independence and the ability to make informed life choices. Where appropriate, learners will develop employability skills which are necessary for adult life. Work experience placements are carefully planned to suit the individual interests and needs of each learner.

All placements undergo risk assessment by ourselves and the placement provider. All placements are appropriately insured.

There is robust communication by between Downs View and parents/carers before a placement commences. Parental permission is sought in letter form and all information about the placement is available for parents. Parents are informed that they can access Health and Safety information and risk assessments concerning the placements.

Core independence skills are intrinsic across our curriculum at Downs View from KS1-5 and post 19. The PSHE curriculum also focusses on citizenship, self-awareness, relationships, communication, making choices, staying safe and healthy, working together and self-regulation.

At Key Stage 4, 5 and Post 19 these skills are put into practice and generalised through work experience opportunities.

Key Stage 4 - Downs View (Woodingdean)

Learners are encouraged to 'develop special interests' throughout their time at Downs View school and this is capitalised upon when planning work experience placements.

At Key Stage 4 learners start developing basic work place skills where appropriate. Learners have a range of work experience opportunities at this stage.

- Internal placements - reading stories and helping in early years class /primary department and general care of the school environment.
- Community based - Java café, Woodingdean, Oak Cottage Nursery Woodingdean, Woodingdean stables and Woodingdean library.

Work experience and student feedback is accredited by ASDAN towards the Transition Challenge Award.

Key Stage 5 - Downs View Link College

Careers education, leading to work experience, is delivered over the 3 years at the Link College. Learners follow an employability skills route map which is accredited and tailored to meet the learner's needs. (See Appendix1).

Careers education and work/employability skills are taught during PSHE lessons, discreet work experience sessions and while accessing the community in the minibus and/or public transport. We use role play, film, group work and communication to support the pre-placement teaching and preparation.

Year 12 and 13 work experience

The work experience for Year 12 and 13 learners is on-site. There are two types of work experience opportunities:

1. Fab Café on Tuesday mornings.

The learners practice food hygiene, cookery skills and communication. Jobs include food preparation, setting up tables, waiting on customers, operating the till, clearing away and counting the takings/ basic book -keeping.

2. College environment

The learners look after the college environment. This includes gardening, recycling and basic office duties

Year 14 work experience

The work experience for Year 14 learner is off site based at various external employers. The placements are for approximately six weeks but this varies for each learner. Each placement is assessed for the suitability to meet the learner's needs and/or interests. There is a signed agreement between the work placement provider (employer) and Downs View Link College. This agreement covers expectations and health and safety/insurance considerations – see Appendix 2

Where possible each learner is matched to a suitable placement. There is pre-placement preparation work including expectations and opportunity to discuss any

concerns. Each learner visits the placement and has an informal interview with the manager. If all parties are happy, the placement will commence, with each learner supported by Link college staff, as appropriate.

Examples of Year 14 placements

- Bardsley's fish and chip shop, Baker Street
- Cakes the Difference café, Patcham
- AMEX café
- Scope charity shop, London Road
- Five Ways nursery, Florence Road
- St Margaret's Convent, Rottingdean
- Subway, London Road

Post 19 - Downs View Life Skills College

Employability skills and careers education leading to work experience, is delivered over the three years at the Life Skills College (in exceptional circumstances a learner will stay for a longer period of time, up to the age of 25).

Learners follow one of the Employability Skills Route Maps which is accredited and tailored to meet the learner's needs. This will depend on their current academic level and their previous qualifications (see Appendix 3 - Employability skills - Accreditation route map). This experience will provide learners the opportunity to practice real work in a real environment to improve, generalise and refresh skills learnt previously at college. A successful work experience:

- builds confidence
- improves social skills
- increases the chances of getting paid employment
- develops the learner's understanding of the world of work, their local community
- allows the learner to learn new skills and gain experience at a job they have not done before.

Careers education and work/employability skills are taught through during Employability Skills, PSHE lessons and Life Skills lessons at the external site (“The Flat”).

Learners have access to indoors and outdoors workshops, volunteering placements, work experiences and extended job coaching placements when it is agreed.

Learners access the community in the minibus and/or public transport, and follow a bus travelling program (AtoB) when it is appropriate. We use practical sessions, role play, film, group work and communication to support the pre-placement teaching and preparation.

All placements are tailored to learners’ abilities and interests.

The work experience is off site based at various external employers and includes volunteering as well as work experience placements. The placements are for approximately six weeks but this varies for each learner. Each placement is assessed for the suitability to meet the learner’s needs and/or interests. There is a signed agreement between the work experience placement provider (employer) and Downs View Life Skills College. This agreement covers expectations and health and safety/insurance considerations – see Appendix 2. Risk assessments are done for each placement to meet learners’ needs.

Where possible each learner is matched to a suitable placement. There is pre-placement preparation work including expectations and opportunity to discuss any concerns. Each learner visits the placement and has an informal interview with the manager. If all parties are happy, the placement will commence, with each learner supported by Life Skills College staff, as appropriate. Staff gradually reduce the support given as appropriate and if all parties are happy (learner/family, college, and employer), the learner may have the opportunity to undertake a short period of time unsupervised by college staff and increase this as appropriate. Once a placement has finished, the employer can offer the opportunity to extend the experience as job coaching for another 6 weeks. Employers always have the opportunity to offer a job at the end of the placement.

Learners are allowed to undertake a work experience up to 12 weeks within the same year.

Year 17 (potentially Year 3 at DVLSC)

Where appropriate, learners are referred to Brighton and Hove Supported Employment Team or Brighton, Hove & Coastal West Sussex Jobcentre Plus. Referrals will be needs to be agreed by the learner and/or families. Once an employment officer is allocated (generally at their last term of their time at Downs View Life Skills College), learners will have a transition period supported by an employment officer and a DVLSC member of staff. Each learner will have an action plan and create their final vocational profile to find their ideal job.

Examples of support provided

- Coffee mornings for parents run by Brighton, Hove & Coastal West Sussex Jobcentre plus (BHCWS - Jobcentre plus)
- Educational trip to a Job Centre
- Discussion and presentation for learners at the Learners Council run by BHCWS - Job centre plus)
- Discussions and presentations by B&H Speak Out - "What happens after college?"

Examples of Post 19 placements

- Eden Perfumes, Western Road
- Scope charity shop, George Street
- Moulsecoomb Forest Garden
- AMEX café
- Peace Gardens, Old London Road
- The Grange, Rottingdean
- RSPCA, London road
- Portslade Train Station, Portslade

Examples of Post 19 workshops and other projects

- Pizza Express, Brighton (various locations)
- Road Safety (B&H- Road safety Officer)
- Cinematography (Carousel)
- Charity Enterprise (e.g. selling cards)

Simulated work experience

College environment

The learners look after the college environment:

- Gardening
- Recycling
- Basic Office duties
- Cleaning (Learners common room and staff room)
- Cleaning (minibus/car)
- Laundry jobs (washing, folding and hanging)
- MDSA / TA- Helping others

Declaration of Intent

Downs View School/Link College and Life Skills College are committed to meeting the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and therefore achieving the following:

- Enabling learners to gain experience of the world of work and to develop relevant qualities including initiative, assertiveness, independence, confidence, respect for others, the ability to compromise and negotiate and to understand more about work-related issues e.g. health and safety, equal opportunities, business organisation.
- Being proactive by ensuring that safe systems and practices are established and maintained for work experience placements and adequate training is provided in order to minimise or, so far as is reasonably practicable, to remove all risks to employees, the general public, students and others.
- Ensuring risk control procedures are established to deal effectively with risk relating to the work experience process.
- Continuously improving its health and safety performance

Responsibilities

The following staff are identified as responsible persons in relation to Work Experience Placement:

Title	Name
Senior management	Vanessa Hickey
DV Woodingdean (KS4)	Jackie Hutchings
DV Link College (Year 14)	Stuart Johnson
DV Life Skills College (Post19)	Raul Ortiz

Staff ensure that learners conduct themselves in an appropriate manner during work experience.

Feedback, Evaluation and Review

Students undertake a form of reflection and evaluation of their placement.

Prior, during and after each placement a member of staff visits the employer to review and evaluate the placement. Any issues or concerns are fed back to the employer and/or the Senior Leadership Team.

Appendix 1

Downs View Life Skills College: Employability Skills Route Map

Employability skills route map (linked to NOCN accreditation)

Year 12

- Engaging with the world around you –Events (PP)
- Making choices (ILS)

Year 13

- Getting on with other people(PP)
- Gardening for pleasure (ILS)
- Understanding relationships (ILS)
- Making a simple meal (ILS)

Year 14

- Health and safety in the work place (PP)

Award in Employability (ILS)

- Preparing for and taking part in an interview
- Carry out as a practical activity in the work place
- Dealing with problems in the work place
- Action to improve performance

Appendix 2

Work Placement Agreement between Downs View Link College and Work placement provider

Contact details

Downs View Link College
Surrenden Road
Brighton
BN1 6WQ
Telephone 01273 507719

Main contact

Stuart Johnson
Telephone 01273 507719
email: StuartJohnson@downsview.brighton-hove.sch.uk

Work placement provider

Company name:
Main contact
Address
Telephone number
Email address
Type of work experience placement:

Downs View Link College agree to:

- Select a suitable learner for the placement
- Provide a Link College staff member to work alongside the learner while they are on the placement or until the learner/employer and college are confident that the learner can work independently.
- Provide emergency contact during the placement hours
- Inform parents/carers about the work placement – employers should not contact parents/carers
- Support the learner to travel to and from the work placement to be able to arrive and leave at the agreed hours
- To prepare the learner prior to starting the placement including preparation visit and interview with employer
- Provide a profile of the learner's support needs and any significant risk factors
- Support the employer's staff to help and support the learner
- Ensure that the learner is wearing suitable clothing for the work experience
- To review the placement on a weekly basis
- To remove the learner from the placement if the placement has become unsafe or not working to employers expectations.

Work placement provider agrees to:

- Have a named person responsible for the work placement learner
- Hold valid employer liability insurance
- Have appropriate health and safety policies and procedures including risk assessments
- Have appropriate policies and procedures to ensure the safeguarding of the learner
- Offer an induction programme to include emergency procedures
- To support and train the learner to undertake the jobs required
- To inform the Link College if, for whatever reason, the placement is not working to the agreed expectations
- To provide, where appropriate, any specialist equipment or clothing

Although the employer's staff working alongside the learner do not require DBS checks, there is an understanding that the learner is a vulnerable person whose welfare needs must be considered during the placement. If there are any safeguarding issues, including a missing learner, the employer must contact the college immediately.

Signed on behalf of Downs View Link College

Stuart Johnson (signature) _____ (date) _____

Signed on behalf of work place provide

Name _____ Position _____

Signature _____ (date) _____

Work Placement Agreement between Downs View Life Skills College and Work placement provider (employer) agreement

Contact details:

Downs View Life Skills College

7 Old London Road
Brighton
BN1 8XR

Main contact

Raul Ortiz

Telephone 01273 551028 Ext 209

Email: raulortiz@downsview.brighton-hove.sch.uk

Work placement provider

Company name:

Main contact

Address

Telephone number

Email address

Type of work experience placement:

Downs View Life Skills College agree to:

- Select a suitable learner for the placement
- Provide a Life Skills College staff member to work alongside the learner while they are on the placement or until the learner/family/employer and college are confident that the learner can work independently
- Provide emergency contact during the placement hours
- Inform parents/carers about the work placement – employers should not contact parents/carers
- Support the learner to travel to and from the work placement in order to be able to arrive and leave at the agreed hours
- To prepare the learner prior to starting the placement including preparation visit and interview with employer
- Provide a profile of the learner's support needs and any significant risk factors
- Support the employer's staff to help and support the learner
- Ensure that the learner is wearing suitable clothing for the work experience
- To review the placement on a weekly basis
- To remove the learner from the placement if the placement has become unsafe or not working to employers expectation.
- To have a Risk Assessment tailored to both the work experience and the needs of the learners

Work placement provider agrees to:

- Have a named person responsible for the work placement learner
- Hold valid employer's liability insurance
- Have appropriate health and safety policies and procedures including risk assessments
- Have appropriate policies and procedures to ensure the safeguarding of the learner
- Offer an induction programme to include emergency procedures
- To support and train the learner to undertake the jobs required
- To inform Life Skills College if, for whatever reason, the placement is not working to the agreed expectations
- To provide, where appropriate, any specialist equipment or clothing

Although the employer's staff working alongside the learner do not require DBS checks there is an understanding that the learner is a vulnerable person whose welfare needs must be considered during the placement. If there are any safeguarding issues, including a missing learner, the employer must contact the college immediately.

Signed on behalf of Downs View Life Skills College

Raul Ortiz (signature) _____ (date) _____

Signed on behalf of work place provider

Name _____ Position _____

Signature _____ (date) _____

Appendix 3 (p. 14-17)
DVLSC Employability Skills Accreditation route map

Year 15 (Year 1 DVLSC)

- Encountering experiences: being a part of things (Award in Personal Progress- (NOCN-E1))
- Kitchen Hygiene (Award in Independent Living- Household Skills (NOCN-E1))
- Making career choices (Award in Using Employability Skills (NOCN-E1))
- Preparing for and taking part in Interviews (Award in Using Employability Skills (NOCN-E1))
- Travelling to and from work (Certificate in Using Employability Skills (NOCN-E1))
- Customer Service Skills (Award in Vocational Studies (NOCN- E3))

Year 16 (Year 2 DVLSC)

- Developing Independent Living Skills: Having your Say (Award in Personal Progress - (NOCN-E1))
- Household Cleaning (Award in Independent Living- Household Skills (NOCN-E1))
- Action planning to improve performance (Award in Using Employability Skills (NOCN-E1))
- Introduction to work (Certificate in Using Employability Skills (NOCN-E1))
- Skills for employment
- Health and Safety Procedures in a work Environment (Award in Vocational Studies (NOCN- E3))

Year 17 (Year 3 DVLSC)

- Dealing with problems (Award in Personal Progress- (NOCN-E1))
- Recycling, managing general waste (Award in Independent Living- Household Skills (NOCN-E1))
- Working in ... (Award in Using Employability Skills (NOCN-E1))
- Following instructions in the work place (Certificate in Using Employability Skills (NOCN-E1))
- Optional- Work related- 3 Credit Units from Group-C (e.g. Introduction to Catering) (Award in Vocational Studies (NOCN- E3))

Other awards

Tailored to learners' abilities, interests and external funding:

- Discovery Art Awards
- Sport Leaders Awards – table cricket:
 - Young leaders Awards
 - Bronze leaders Awards
 - Silver leaders Awards
 - Gold leaders Awards
- The John Muir Award – in development