

## **WORK EXPERIENCE/WORK PLACEMENT POLICY**

### **RATIONALE AND PHILOSOPHY**

The school will extend its quality of learning, teaching and assessment to all work experience or work placement situations in which it places students as part of an approved programme.

This Policy should be read in conjunction with:

5.6 The Health and Safety Policy

### **POLICY**

- Students who go through experience/work placement will complete a written agreement (Work Experience/Placement Form).
- The above form must be signed by the student and their parent/caregivers.
- The employer/supervisor must sign a contract for work experience/work placement and a copy returned with the student to the school. This should be kept on file.
- Work experience/work placement activities are subject to all other relevant school rules, policies and procedures.
- Students are not to be placed in situations in which they feel at risk either physically or emotionally, or to undertake tasks not suitable for their age and developmental stage.

### **PROCEDURES**

- Students will not begin a work experience/placement without initially completing the Work Experience/Placement Form.
- Completion of this form is to include the signatures of the student, teacher in charge, a parent/caregiver and the employer/supervisor.
- Students will have completed a plan (in conjunction with their teacher in charge) identifying learning goals and tasks to achieve those goals in conjunction with the employer prior to the placement commencing.
- Appropriate assessment methods are to be used, and in particular if credits towards NCEA or NQF are to be awarded then these must be consistent with

existing school policies and procedures on assessments. Where Unit Standards are offered from outside agencies a Memorandum of Understanding will be signed by both the school and the outside agency. A copy of this will be kept by both the HOD Careers and the Associate Principal.

- The school will enter any relevant credits gained by the student while on work experience/ work placement.
- Student's attendance at the place of work is to be fully monitored and reported as for any other school day. Absenteeism must be followed up in the normal manner.
- The names of students on work experience must be clearly communicated to the appropriate staff including Deans and Form Teachers as soon as possible.
- No financial costs related to work experience/placement are to be imposed on students other than the cost of transport to and from the work place should that be necessary.
- While on work experience/work placement the student is **not** to be paid by the employer/supervisor.
- Students are to be aware of the level of choice they may exercise in relation to situations they perceive to be outside their comfort zone, or place them at risk in any way.
- Reporting and investigations of incidents, accidents and other complaints will be conducted as per existing school policies relating to the same. The nurse should be notified of any of these incidents or accidents.
- The student will abide by the Health and Safety Guidelines of the actual employer and/or work placements. Before placement the person in charge of Gateway will ensure the employer has the new Health and Safety guidelines in place.

## RESPONSIBILITIES

The HOD Careers is responsible for implementing the Gateway Programme and will then provide a written report when required.

*February 2016*  
Date (Policy Effective from)

*2019*  
Review Date

Signature 