

Honiton Community College Academy Trust



This Policy was adopted by the Governing Body of
Honiton Community College Academy Trust
on 22nd May 2019
and will be reviewed every 3 years.

ENCOUNTERS WITH EMPLOYERS POLICY

Introduction

Honiton Community College recognises the value of employer encounters as described in the Gatsby Guidelines and it is viewed as an integral part of College activity. The curriculum is enriched by the work that the students do in preparation, during and the follow-up for employer encounters. The College also holds firm with the opinion that students that leave us will be better prepared for the world of employment after a programme of diverse employer encounters.

Aims and Objectives of Employer Encounters

- To promote the knowledge of employment and to develop the student's employability skills.
- To promote personal development.
- To promote better understanding of vocational subjects.
- To assist development of PSHE skills in the workplace, such as working as part of a team.
- To develop an understanding of health and safety in the workplace.
- To help motivate students in choosing a future career.
- To give confidence to students outside of College.

General

At present, students must be in Year 12, or above to participate in work experience. Honiton Community College participates in three types of work experience/employer contact:

- Year 10-Futures Week
- Post-16 optional block week
- Extended placements for some Year 10/11
- Students may choose their own placements, however they are discouraged from working with relatives. Similarly, if the student already has a part time job, then to choose a different placement from the one that they already attend.

YEAR 10 Futures Week

To broaden the students' experience of different types of employment, apprenticeships and further/higher education we have developed a programme of activities that will take place in the final week of the academic year.

The aim of the programme is to:

- Support students' reflection on their GCSE studies so far and create an action plan for year 11 to facilitate their next steps.
- Provide a 'mock' interview with a real employer.
The student will individual feedback on:
 - ❖ The quality of their CV and covering letter
 - ❖ The quality of their interview in terms of answers and body language
 - ❖ If they would be offered a position

- Provide visits to appropriate providers of apprenticeships, further education and higher education.
- Provide high quality employer encounters that build on previous careers work in Life Skills sessions.
- Raise the students' aspirations and help them to understand the part played by their education in achieving their goals in life and the power of metacognition.

POST-16 WORK EXPERIENCE

Sixth Form students are encouraged to take an optional work placement for one week; generally, the second week following the Summer half-term. Post-16 placements are chosen by students to help determine career pathways or enhance their university applications. This opportunity is available to both Year 12 and 13 students.

EXTENDED WORK PLACEMENTS

Extended work placements take place generally for one day each week during term time only. These are offered to students as part of a programme to keep students engaged in their education.

Students remain at their placement for short periods such as six weeks, or for anything up to two years.

Anyone who behaves poorly or in a dangerous way may find themselves asked to leave a work placement. The College would expect the students and their parents/carers to organise a new placement as soon as possible. Failure to adhere to this will result in the student working with our premises team until a suitable placement is secured. Punitive measures may be used in addition to this depending upon the nature of the behaviour.

Key Personnel

Vice Principal (Pastoral)

Year 10/11 Tutors, HOL and SWC, Careers Lead

This policy will be reviewed every three years for any changes in statutory requirements/change in College policy.