



BELLE VUE
GIRLS' ACADEMY

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Work Experience Policy

Reviewed by	Approved by	Date of Approval	Next Review Date
SCR, VDU	LGB	Autumn 2025/26	Autumn 2026/27

Introduction

The Department for Education (DfE) defines work experience as "a placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience." A placement that takes place on an employer's premises gives our students the opportunity to carry out a range of tasks in much the same way as an employee, with the emphasis on learning from the experience. Work experience provides opportunities for learning about the skills, behaviours, careers, roles and structures that exist within a workplace or organisation.

Year 7–9 Work-Related Learning (KS3 Provision)

In line with updated requirements, all students in Years 7, 8 and 9 will complete the equivalent of one week of activities-based work-related learning across the three years. This progressive programme is designed to gradually introduce students to the world of work in an age-appropriate and engaging way. Each year, students will take part in a range of activities such as employer-led workshops, workplace visits, careers insight sessions, and project-based learning that simulate real workplace challenges. By spreading the experience over three years, students build their employability skills step by step, developing teamwork, problem-solving, communication, and resilience, while also increasing their awareness of different career pathways and the connections between school learning and future aspirations.

We run Block Placement Work Experience; a placement takes place over 4 to 10 consecutive working days.

Our Year 10 students are offered a one-week work placement.

Year 12 students are offered a one-week work placement in an area relevant to their future aspirations.

Belle Vue Girls' Work Experience Programme

The Belle Vue Girls' Work Experience programme is run in partnership with the Xperience Team at Bradford Council and with Unifrog.

Xperience carefully check all placements for suitability this includes collecting necessary documents from employers, such as their Risk Assessment, Health & Safety policy, and Employers Liability Insurance (ELI).

- High risk placements and placements sourced by school are booked with the Xperience Team who carefully check all placements for suitability.

We use **Unifrog** to manage the administration of self-sourced placements. This includes collecting necessary documents from employers, such as their Risk Assessment, Health & Safety policy, and Employers Liability Insurance (ELI).

- For all placements employers must have an up-to-date ELI certificate, without this we are unable to authorise a placement.

Aims of the Programme

Through our work experience programme, we aim to meet **Gatsby Benchmarks 3, 5 & 6:**

- **Benchmark 3:** Addressing the needs of each student – seeking to raise the aspirations of students.
- **Benchmark 5: Encounters with Employers and Employees** - Schools and colleges should organise for students to speak with employers and employees.
- **Benchmark 6: Experiences of Workplaces** - Each student should have the opportunity to experience the world of work first-hand. This will enable students to explore different career pathways and extend their network.

To achieve this, we aim to provide all Year 10 and 12 students with the opportunity to learn from direct experiences of the workplace. We will:

- Provide opportunities for students to develop knowledge and understanding of employers and employment.
- Develop employability skills (e.g., problem-solving activities, work simulations, and mock interviews).
- Ensure a coordinated and systematic approach to work experience.
- Provide opportunities for students to evaluate their placement.
- Record evidence of work experience on UniFrog for students' 'Record of Achievement.'

Student Entitlement

Our students are entitled to receive:

- Work experience appropriate to their learning needs
- Work experience in an employment area of their choice where possible (Year 10)
- Work experience in an employment area relevant to their future aspirations (Year 12).
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- A learning programme designed to prepare them for placement
- Guidance and support while on placement
- Students and parents have the right to expect that all precautions will be taken to ensure the placement fulfils health and safety requirements. Our student's health and safety is paramount during their placement.

Objectives and benefits for students

Through the work experience programme students should:

- Improve their self-knowledge regarding their own strengths enabling them to see their own place within the working community
- Improve their social skills appropriate to work - e.g. teamwork, mixing with adults other than teachers, self-presentation and punctuality.
- Improve their self-confidence
- Be able to make more informed decisions and choices regarding their future career pathway
- Give employers and businesses a positive view of Belle Vue Girls Academy and encourage employers to approach school directly when they have opportunities and vacancies available.

Year 10 Programme Outline

July	Launch assembly at the end of Year 9 (in July) detailing work experience programme and workshops around making choices. Students given information about how to source their own placement and record the details on Unifrog.
October	<ul style="list-style-type: none"> • Assembly reiterating the details of the work experience programme and deadlines given. • All students write a mini personal statement and select three areas of employment interest. <ul style="list-style-type: none"> ◦ Students complete a choices form, including a mini personal statement and selecting three areas of interest. Choices, personal statements, ability, and feedback from form tutors (attendance and behaviour) inform placement decisions. Placements are primarily within Bradford, with opportunities in Leeds for students willing to travel. • Obtain signed consent from each student.
April/May	<ul style="list-style-type: none"> • Preplacement update and pre-preparation assembly • Health and Safety talk • Placement information given to students. • Initial contact made by the students to arrange preplacement visit. • Work Experience Risk Assessment signed by Student, Employer, Parent/Carer
June	<ul style="list-style-type: none"> • Tutor presentation before placements commence (reinforcing health and safety and expectations). One week placements attended and monitored • Debrief session • Employers to receive a thank you letter from the students. • Students to receive a certificate of attendance and appreciation from school

Year 12 Programme Outline

September / October	<ul style="list-style-type: none"> • Launch assembly detailing the importance of work experience for their future education and careers journeys. • Students given information about how to source their own placement and record the details on Unifrog. • Students given details of additional experience opportunities with Bradford Teaching Hospitals Medic Mentor Speakers for Schools, Springpod and Unifrog etc • Students to complete Unifrog Get work experience ready course • Students to use the CV and cover letter written as part of Progression Module to source own placements •
April /May	<ul style="list-style-type: none"> • Students to complete Unifrog course Preparing for the workplace

	<ul style="list-style-type: none"> •
June	<ul style="list-style-type: none"> • Final assembly before placements commence (reinforcing health and safety and expectations). • One-week placements attended and monitored. • Debrief session. • Employers receive thank-you letters from students.

Placement preparation

All pupils participating in a work experience placement will complete preparatory work prior to a placement. This will include:

- A detailed explanation of the work experience programme, its purpose, and expectations.
- Health and Safety Training by or a school staff member.
- Unifrog courses (Year 12 only)
- Pre-placement visit/interview.
- Information on maintaining a placement diary/journal.
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Allocating Placements

Year 10 (Optional Self-Sourced Placements):

- Year 10 students who independently secure a work experience placement must input employer details into the **Unifrog** platform.
- Upon submission, the system will:
 - Automatically notify the employer, who will be prompted to approve the placement, complete additional details, and upload valid **Employer's Liability Insurance** documentation.
 - Notify the student's parent or guardian to provide **consent** for the placement.
 - Forward the placement to the school for **final approval** once all previous steps are completed.

Year 10 (School-Allocated Placements):

- Students who do not obtain a placement independently will be assigned one by the school.
- These placements will be arranged via **Xperience**. Allocation will be based on:
 - Information provided in the student's **placement preferences form**.
 - Consideration of **home location** and **transport arrangements** to ensure accessibility.
- Only **approved and verified employers**, recognised as experienced providers of student placements, will be used.

Year 12 (Self-Sourced Placements Required):

- All Year 12 students are required to independently arrange their work experience placement.
- As with Year 10, details must be uploaded to **Unifrog**, triggering the same process for employer approval, insurance upload, parental consent, and final school confirmation.

Placement Confirmation

School booked placements

Once a placement has been confirmed students will receive documentation from Xperience:

- Job description:
 - Company contact
 - Key tasks
 - Expectations
- Risk Assessment
 - Risk Level
 - Risk/Control measures
 - Details of anything they are prohibited from or using

Students must make contact with the lead person at the placement to introduce themselves and arrange a pre-placement visit.

No student will attend a placement until:

- All health and safety and insurance checks have been made
- All documentation is signed by the student, the employer and a parent/guardian.

A placement is not considered fully confirmed until **all required stages of the process** have been completed. The Unifrog platform facilitates this process in a clear and structured way:

1. **Student Submission**
 - The student completes and submits the initial placement form via Unifrog, entering all relevant employer details.
2. **Employer Verification**
 - The employer receives an automated notification and is required to confirm that they meet best practice standards in the following areas:
 - a. Appropriate **insurance coverage**, including Employer's Liability Insurance.
 - b. **Health and safety** procedures.
 - c. A suitable **risk assessment** for the placement.
 - d. **Safeguarding** measures appropriate for young people.
 - e. **Covid-19 safety guidelines**, where applicable.
 - f. **Data protection** compliance (e.g. adherence to the UK GDPR).
3. **Parental/Guardian Consent**
 - Parents or guardians are contacted via Unifrog to provide **formal consent** and are kept informed throughout the process.
4. **School/College Final Approval**
 - The designated school or college work experience coordinator reviews and **confirms the placement**, maintaining oversight of the entire process for all students involved.

Equal Opportunities for all students

All pupils regardless of culture, gender, ability, social background or physical ability must have equal access to work experience and to all available placements. A student's medical or health condition will be taken into consideration prior to organising a work experience placement if it is in their best interest. Students with additional needs may attend placement on a reduced schedule and be accompanied by a member of school staff to ensure their wellbeing and safety.

Monitoring

In accordance with Health and Safety Executive (HSE) requirements, all work experience placements must be monitored. Monitoring is carried out through teacher visits or, where necessary, telephone contact with the student and/or employer. These visits provide an important opportunity to ensure that students are engaged in appropriate tasks and receiving adequate supervision and training. Staff should ask students about their duties, the level of supervision, and any health and safety concerns they may have. If any aspect of the

placement, including supervision or safety practices, is found to be insufficient, this must be raised immediately with both the employer and the school so that appropriate action can be taken. A written record must be made for every visit or phone call, using the designated checklist to ensure consistency and to document all relevant health and safety information.

Year 10 and Year 12

- A phone call on the first/second day of the placement to ensure the student has arrived safely and on time, and to arrange a convenient time for them to be visited by a member of school staff.

Students are asked to complete a Work Experience Journal detailing:

- Placement and Employer details
- Day to day diary
- Training received
- Employer comments/assessment
- Personal reflection

Debriefing Programme

Once back in school the students are encouraged to reflect on their work experience and think about the differences between school and the workplace. Students are encouraged to write a thank you letter to their employer.

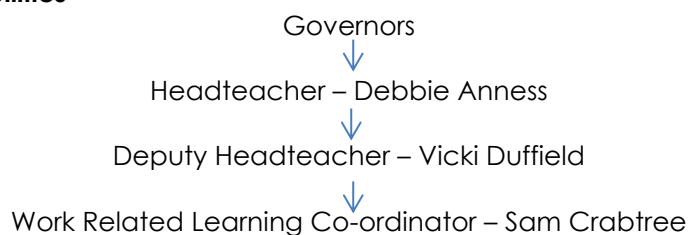
Reporting

On the successful completion of a work experience placement the details of each student's placement will be recorded on UniFrog.

Evaluation

The Work-Related Coordinator will prepare an Evaluation Report evaluating all aspects of the programme outlining those aspects that have worked well and those for development which can form part of the next years Action Plan.

Roles and responsibilities



Our **Governing Body** is responsible for ensuring that the school meets its statutory obligations in relation to **health and safety** and **curriculum requirements**. The **Headteacher** is accountable for ensuring that adequate resources are allocated to support these responsibilities. The **Work-Related Learning (WRL) Co-ordinator**, in collaboration with the **Deputy Head**, is responsible for ensuring that the WRL programme is developed and delivered in a fully integrated manner across the curriculum. The WRL Co-ordinator also oversees all aspects of programme delivery, including the design of the learning programme, ensuring compliance with health and safety requirements, and the development of relevant policies.

Health and Safety

The school is committed to ensuring that all work experience placements are safe, suitable, and compliant with statutory requirements. To this end:

- All employers must hold current and valid **Employer's Liability Insurance** prior to accepting a student on placement.

- The school will provide all students with a **comprehensive health and safety briefing** before their placement begins, outlining expectations and safe working practices.
- Students are expected to **adhere to all health and safety procedures**, demonstrate appropriate behaviour in the workplace, and avoid actions that could pose a risk to themselves or others.
- **Parents or guardians** are required to inform both the school and the placement provider in the event of illness or if the student is unable to attend their placement.
- **Employers** must notify the school immediately of any incidents, absences, or concerns relating to the student's health, safety, or conduct.
- A **designated School Emergency Contact** will be listed in the student's **Work Experience Logbook** and should be used by students or employers in case of an emergency.
- The school holds a policy that provides **Personal Accident Insurance** cover to all pupils undertaking activities related to the school curriculum, which includes participation in the work experience scheme.
- For students with **additional needs or medical conditions**, individual **Risk Assessments** will be completed in consultation with relevant staff and parents/carers. These assessments will be **shared with the employer prior to the start of the placement** to ensure appropriate support and safety measures are in place.

Links to student guidance and development

Work experience is an integral part of the **Careers Education, Information, Advice & Guidance** CEAIG at Belle Vue Girls' Academy. We recognise the unique value of well-organised work experience on employers' premises as an important part of the school curriculum.

Our aim is to educate confident future citizens, and this is achieved by providing students with opportunities to take part in workplace visits, work experience, work shadowing, mentoring, enterprise and extra-curricular clubs, employer talks and FE presentations. Where appropriate, we will arrange visits for pupils to different work environments, local colleges, work-based education and training providers and universities. These providers will also visit the school to facilitate presentations, assemblies and focused activities. This will assist students in making informed decisions about their future career. Participation in the work experience programme helps prepare the Year 10 and Year 12 students for their 1-1 guidance interviews and aid students when exploring and making choices for further study.