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Work Experience Policy

Hall Cross Academy

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Contents

Introduction	3
Policy / Controls	3
Consultation	4
Sources and References	5
Policy Review & Development	5
Document Version Change Control	5

Introduction:

Hall Cross Academy recognises the importance of workplace experiences for students. The academy aims to provide work experience and work industry visits to all students in Year 10 and Year 12.

Gatsby Benchmark 6 highlights the importance and relevance of offering visits to the workplace or work experience and we aim to meet this benchmark as the academy values this and the impact it will have on students and preparing them for the world of work as well as raising aspirations.

'Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
By the age of 16, every pupil should have had at least one experience of a workplace, in addition to any part-time jobs they may have.
By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.' https://www.goodcareerguidance.org.uk/case-study/experiences-of-workplaces

Work experience is part of the careers programme for Hall Cross Academy and aims to ensure all Year 10 and Year 12 students go out on work experience and will support each student in achieving this.
The academy aims to ensure that students do not only go out on a work placement but that they are able to evaluate their experience and learn how to evaluate their experience, highlighting skill sets gained and how they can use this moving forward.
Hall Cross understands that the work experience alone isn't enough and the programme put in place surrounding their placement is key to ensure it is meaningful and beneficial to each student.

Policy / Controls

Since the new statutory guidance was implemented in October 2018 the main aim has been to focus on working towards achieving all 8 Gatsby Benchmarks. This policy is in reference to Gatsby Benchmark 6, Experiences of the workplace.
Hall Cross Academy values each benchmark and has bought in the work experience package from Unifrog.
The aim is to have each Year 10 and Year 12 student go out on a one week work experience.
Unifrog will ensure each placement has a risk assessment and that this can be accessed by the academy. In addition they will ensure that each employer has liability insurance.

Students will be supported throughout the process, they will be prepared prior, complete a journal during the placement and spend time evaluating their experience and learn the ability to depict skills they have

gained and developed during the placement and how they can apply these in their next steps.
Unifrog has an online platform where everything is recorded and logged, students will each have a log in, staff in school will have access as well as employers.

Communication with parents will be key throughout the process, parents can contact the Careers Lead, Tia Hughes, via email t.hughes@hallcross.elp.org.uk.
Parental consent will be required for work experience and attendance will be recorded each day.

The safeguarding of pupils will always remain a priority, the online platform provided by Unifrog allows each employer to record students' attendance so we can account for any absences and liaise with parents/guardians immediately.
The school will ensure each placement is appropriate for students attending and will undergo approval from Unifrog via risk assessment and liability insurance.
Tia Hughes will work closely with the Safeguarding Lead, SENCO and Year Manager to ensure students have been placed appropriately and arrangements in place for students who may need additional support.
Students will be briefed beforehand on what to do should they have any concerns and who to contact.

Equal opportunities:
Hall Cross Academy promotes equal opportunities and uses every opportunity to challenge stereotypes and to raise aspirations. The work experience programme aims to support this and support students in gaining a work experience they desire.

Vision and Values:
Hall Cross Academy's vision and values is for students to enjoy excellence everyday. We aim to achieve this for students via work experience and highlight the importance and impact that work experience will have for them.

Key Outcome:
Year 10 and Year 12 students complete a one-week work experience by which they learn about the world of work, explore different roles and discover new opportunities. What is expected in the workplace, how can they apply this experience into their school life and future choices.

Responsible staff – The Careers Team:
Senior leader
To oversee the work experience provision and support the careers lead in placing students.

Careers Lead: Miss T Hughes
Careers Coordinator – Miss T Hughes

- Launch the work experience programme to both students and parents.
- Support students with finding placements and contacting employers
- Liaise with the Chamber in order to support students.
- A database which stores all information in regards to risk assessments, liability insurance, parental consent, name and contact details of employer/work placement, emergency contact details.
- Review and evaluate the work placement for experience for students and as a whole.
- Develop and maintain relationships with work placements/employers, to help expand our database of work experience opportunities for our students.

Consultation

The focus of this policy is aimed at students so we can ensure we are preparing them in the best way for

their future. Their log/evaluations from their work experience will allow the academy to reflect on strengths and weaknesses and for improvements to be implemented.
Work experience is an invaluable opportunity for students and we aim to ensure they gain the most from their placement.

Furthermore, the Work Experience Policy has been consulted with Senior Leaders.

Sources and References

https://www.hse.gov.uk/young-workers/employer/work-experience.htm
https://www.goodcareerguidance.org.uk/case-study/experiences-of-workplaces

Policy Review & Development

This policy will be reviewed annually by the Careers Coordinator, Senior Lead and School Governor.

Document version change control

Version:	Date:	Details of changes:
1.	September 2023	Original policy
2.	November 2023	Updated Senior Lead.
3.	September 2024	Removed reference to Changing Education and replaced with Unifrog. Changed to new policy template. Included reference to building/maintaining relationships with employers/placements to expand our database for future opportunities.
4.	November 2025	Updated with the new Careers Advisor details. Added reference to Year 12 students also.