

TREVIGLAS COMMUNITY COLLEGE**WORK EXPERIENCE****Key stage 3**

All students in year 7 attend a 'Take your Child to Work Day' experience which occurs in the summer term (in challenge week). The students develop and reflect on their employability skills on this day and have a programme of study which they must follow. All students in year 8 take part in the calendared 'Ambassador Programme' where key skills such as communication, reliability and punctuality are developed.

In addition to this, across the key stage, students have opportunities to hone their wider key skills through STEM and careers based activities. In year 9, a series of events, including one to one mentoring, exist to support the options process and subsequent destinations.

Key stage 4

In year 10 all students conduct a one week work experience block placement (WEX) which occurs in the summer term.

Year 10 WEX Process

Early in the Autumn Term students complete a Placement Preference Form having discussed possibilities at college with their parents during the work experience open evening. Students are expected to find their own placements. Tutors work with students during the autumn term to encourage students to apply for placements. Students are supplied with logins to the Veyan website so that they can access the current list of available placements. For the first half of the spring term, students have access to ICT during tutor time to support those who are yet to apply for placements. Whilst students have access to ICT, letters to employers can be written.

Work experience is currently supported by the Heads of House and tutor team and is overseen by the work experience co-ordinator with support from the work experience administrator. When placements have been agreed by parent, student, employer and the work experience co-ordinator (liaising with designated child protection officer), the database files are sent to the Education Business Partnership for Health and Safety checks.

Health and Safety sessions, together with logbook preparation are held prior to placements. All Cornwall placements are visited by staff during the placement week. A follow-up session is held after placement during which students write Thank You letters and evaluate their placement. A review of placements and procedures is then carried out late in the summer term. Mark Aston oversees the operational aspects of the Work Experience process supported by Mr Thomas Wilson (SLT Lead)

In addition to block placements, which take place in the summer term (as described above), the college also supports certain students with extended work placements throughout the year. This process is overseen by Mr Wilson, Mrs Pender and Heads of House. These placements mostly occur in year 11 and are closely linked to the individual destinations interviews held by the SLT and the CSW representative. As in Key stage 3, there are various discrete events and in-curriculum activities which support the development of employability for the students across year 10 and 11.

Post 16

A level work experience is organised by students with the support of Mr Wilson, Miss Stephens and Ms Beale. This includes both block and extended placements. The extended work placements are sourced by the students in the first half term in year 12 and are then timetabled within their timetables in the second half of the autumn term. The block placements for year 12 occur in the summer term where students are encouraged to use different placements to their extended choices. Throughout year 12 and 13, there are calendared activities and events which directly link to employability and HE (these are scheduled on the Post 16 calendar).