Work Experience (WEX) in Secondary Schools - The 3 Stages of Best Practice

London Central South & West
Enterprise Advisor Service

1. PREP

1(a) WEX **learning outcomes** clearly stated in school policy.

1(b) Review & selection of **Accreditation Route(s).**

1(c) Selection / appointment of WEX partner for placement **Health & Safety verification.**

1(d) Management of **business partner database.**

1(e) Parental briefing process starts

1(f) Student briefing – **work skills**, **H&S workshop** & **CV** preparation

1(g) Curriculum Subject briefing – **links** with specific career sectors.

1(h) Staff briefing.

1(i) Student briefing – **diary preparation** session(s).

1(j) 'Career Carousel' event for year group.

1(k) Student / Workplace **matching** procedure - interview process.

1(l) Employer briefing.

2. WEX

2(a) WEX Model:

- **one week?**
- **two weeks?**
- **extended?**

2(b) Enterprise challenge: student / employer joint project opportunity.

2(c) Student **Health &Safety & Work place Induction.**

2(d) Student introduction to work place **Rights & Responsibilities.**

2(e) Supervisor **monitors attendance & performance** through diary

2(f) Student **Self-Evaluation** of attendance & performance through diary

2(g) External monitoring phone call by school to verify attendance

2(h) Teacher visit as school quality monitor of student performance and placement.quality

2(i) Employer evaluation of student performance.

2(j) Student Evaluation of work placement through diary

3. DE-BRIEF

3(a) Students write **'Thank-You Letter'** to employers

3(b) Curriculum Subject de-briefing – lesson space for reflection / re-application of learning.

3(c) Student Diary Completion - student / tutor assessment of WEX performance.

3(d) Student WEX evidence review – e.g. photos, work place outputs placed in NRA / Progress File.

3(e) Student Accreditation completion - tutor ensures submission of diaries & evidence for assessment.

3(f) Student de-briefing – **updating of CV's.**

3(g) Students participate in next year's WEX prep in **individual / group presentations.**

3(h) 'Celebration' event involving key employers – e.g. extended assembly, PHSE / form lessons.

3(i) Update school database: ensure businesses are included in school marketing, e.g.:

- **Christmas cards**
- **School newsletter**