



Malden Oaks

Work Experience Policy

At Malden Oaks we work with AFC to offer Key Stage 4 students a one day a week work experience placement over a period of 6 weeks.

Aims and Objectives

To prepare students for the opportunities, responsibilities and experiences of adult life

As part of a learning programme it helps students to:

- experience work at first hand;
- understand how an employing organisation functions;
- experience the social relationships at work;
- appreciate the expectations that employees will have of fellow workers;
- assess how they will adapt to working patterns and relationships outside school;
- gain the self-confidence needed in an adult world;
- develop both skills and knowledge for adult life.

Procedure for work experience:

- The Vocational Curriculum Support Officer and the teacher responsible for work experience decide, through discussion with the students, who should attend an initial meeting with the work experience co-ordinator from AFC,
- The students attend an interview with the AFC work experience co-ordinator, in school, to discuss the student's interests and possible types of placements.
- The AFC work experience co-ordinator finds a suitable placement and carries out all the relevant Health and Safety Risk assessments.
- Once a placement has been found the Vocational Curriculum Support Officer arranges an initial interview at the placement for the student and accompanies the student to this if necessary.
- The Vocational Curriculum Support Officer informs the parents/carer of the placement and arranges for relevant paperwork to be completed.
- Whilst the student is on work experience the Vocational Curriculum Support Officer will be the main point of contact between the employer and Malden Oaks and will arrange to visit the student at the placement.

Malden Oaks



Investing in success

Dukes Centre
Dukes Avenue
Kingston KT2 5QY
www.maldenoaks.org

020 8289 4664
020 8289 4665

- The process is overseen by the teacher with responsibility for work experience and a member of SLT.