

Section A (NAG 1) CURRICULUM MANAGEMENT

Policy: Work Experience

Date of Review November 2022

Reviewers: Board Curriculum Sub-Committee, Ants Cotton, Tori Howell

GOAL

To provide students with the opportunity to experience workplace learning outside the classroom in a planned, safe and well managed way.

Off-site, work based components are fully integrated into the relevant programmes within school.

To meet the requirements of the Work Experience Notice 2016 for students in the workplace.

DEFINITION

This policy applies to all students placed in a workplace of any kind other than for one-off workplace visits designed to give students a taste of different occupations, helping students in career planning or to illustrate an aspect of the curriculum.

OBJECTIVES

1. To ensure that when students go into or remain in a workplace, the following apply:
2. The school's conditions have been complied with.
3. The school, parents and employer have all the necessary information and documentation completed and approved before a placement commences.
4. Health and safety of all students is counted as paramount.

GUIDELINES

1. For vocational training Waitakere College will provide off site activities and practical/work based components where practical.
2. All off site practical/work based components must be directly related to a planned programme of developing vocational skills.
3. Standards of safety will be maintained and activities will comply with the Health and Safety in Employment Amendment Act 2015, Industry Codes of Practices (where relevant) and the School's Policy on Education Outside the Classroom.
4. Access will be negotiated to practical/work based components on an individual basis with the relevant employer. A work experience agreement will be filled in and filed for each individual placement.
5. Appropriate off-site environments will be identified by the teacher responsible for the programme with regard to student readiness, off-site employer capability and commitment, and

the aims and objectives of the programme. The teacher will consult with the Head of Department, Vocational Pathways.

- 6. Maintaining good public relations will be a factor in all practical/work based components.
- 7. In the case of work experience for students from the Inclusion Support Centre (ISC), the teacher-in-charge of work experience shall be the ISC manager.

Chairperson

Principal

Date