

CEIAG- Work Experience

POLICY

CRUMLIN
INTEGRATED
COLLEGE



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Work Experience Policy

Introduction & Rationale

The work experience programme implemented within Crumlin Integrated College reflects the school's educational aims as part of a quality Careers Education Information Advice and Guidance (CEIAG) programme. Within this Work Experience Policy, we have indicated a clear statement of how the school will manage the aims and objectives of the work experience programme and sets out monitoring and evaluation procedures for the programme.

The *Work Experience Arrangements for Controlled, Maintained and Irish Medium Schools 2019 (WEA 2019)* developed by the Education Authority (EA) is a mandatory requirement for all controlled, maintained, and Irish medium schools within Northern Ireland who engage in a work experience programme. It is the responsibility of this school to organise work experience and be satisfied that it adheres to these arrangements.

Visit EA website to view a copy of the *WEA 2019* available at [WEA 2019](#)

Work Experience is not statutory. However, the Careers Department at Crumlin Integrated College offers class content that includes:

- **Careers Education.** Taught timetabled careers education provision which include meaningful opportunities for progressive personal career planning.
- **Careers Information.** Access to up-to date careers information, including user-friendly labour market information.
- **Careers Advice and Guidance.** Planned opportunities for individual and impartial careers advice and guidance.
- **Work-Related Learning.** Opportunities for planned and relevant work-related learning experiences; and
- **Development of Employability Skills.** Realistic and meaningful opportunities for development of employability skills.

Work-related learning covers a wide range of provision. For some learners it is an integral part of their curriculum at Key Stage 4 (KS4) or Post-16, while for others, it

is provided largely through an extended work-related learning opportunity, such as work experience or work shadowing. Work related learning experiences also include work-based assignments, industrial visits, mock interviews, industry days and enterprising activities.

This Work Experience Policy will outline how Crumlin Integrated College will implement the *WEA 2019*. If these arrangements are not implemented in full, EA may not be in a position to provide indemnity.

The Board of Governors of Crumlin Integrated College has adopted the *WEA 2019* and has agreed that this school Work Experience Policy meets the individual needs of all pupils within our care.

Work experience is defined in paragraph 63 (3) of the Education and Libraries (NI) Order 1986 as follows:

“the participation of children in employment in industrial, commercial, public authority and statutory undertakings, the object of which is to give the children a greater understanding of the conditions, disciplines and relationships of those undertakings”.

Educational Outcomes of Work Experience

It is envisaged that a pupil who embarks on a work experience placement as part of their Careers education in Crumlin Integrated College will work towards fulfilling the following outcomes.

At Crumlin Integrated College the aims and objectives of the work experience programme are as follows:

1. Pupils agree with those who have parental responsibility and the school the learning outcomes of the work experience programme prior to the placement.
2. Work experience placements offer many and varied opportunities. Therefore it is important to identify intended educational outcomes in advance. These will include:
 - (a) **Careers education and guidance:** raising pupils’ awareness of the factors which may determine career choice and the requirements of particular employment sectors.

(b) **Attainment in individual subjects:** enhancing pupils' understanding of the skills developed within the curriculum.

(c) **Support for vocational/applied qualifications:** improving pupils' understanding of the vocational areas they are studying and acquisition of relevant knowledge and skills.

(d) **Learning about the world of work:** preparation for the transition from education to work and a recognition of the kinds of 'employability' skills and attitudes required by employers, such as problem solving, flexibility and the ability to work with others.

(e) **General personal and social development:** enhancing their self-confidence, maturity and their interpersonal skills.

(f) **Breadth of curriculum experience:** support for pupils' learning in a range of areas which will prepare them for adult life, such as understanding of social, economic and industrial issues, citizenship and enterprise.

(g) **Health and safety:** helping raise pupils' awareness of the importance of following health and safety requirements in the workplace.

(h) **Skills based qualifications:** offering opportunities to collect evidence which can go towards their portfolios.

(i) **Career planning:** contributing to the development of a young person's career plan.

(j) **Motivation and achievement:** helping raise pupils' motivation and self-esteem through experiential learning.

(k) **Progress file and personal statements:** allow for the recording of personal learning and experiences of work-related activities which can be presented to potential employers in various formats.

Pastoral Care: Child Protection in the context of work experience

Work experience placements providing insights into the world of work and opportunities for students to test out skills are an invaluable educational opportunity.

However, like many enriching educational experiences which occur outside the

classroom, the risks which pupils are exposed to are inevitably of a different nature to those encountered by pupils within the school context.

Schools' responsibilities for the health, safety and protection of young people while on work experience placements extends beyond the school gates. For example some pupils on Health and Social Care Programmes will require an Enhanced Disclosure Certificate whilst pupils coming into a school on work experience do not require Access NI clearance if they are fully supervised by school staff (Safeguarding and Child Protection in Schools-A Guide for Schools DE Circular 2017/04). In terms of their legal 'duty of care' schools are required to undertake reasonable and proper steps to prevent pupils from suffering injury or harm from any 'foreseeable risks'. Negligence can be alleged where 'foreseeable' injury or damage occurs. The Children (NI) Order (1995) emphasises that the child's welfare must at all times be the **paramount consideration** and that the school must do all in their power to safeguard and promote the wellbeing of the child.

Clearly, implicit throughout these requirements, is the expectation that schools will exercise sound judgement as to the suitability of any work placement opportunity.

In preparing pupils for work experience, environmental safety and personal safety issues need to be addressed fully. The abuse of children and young people by people in positions of trust and authority is a reality in our society and takes different forms. Young people need to be equipped, through a personal safety programme, with prevention strategies, skills, attitudes, knowledge and understanding which assist them to keep safe. They also require mechanisms to notify the school if they have any concerns or if anything untoward should occur to them during work experience placements.

If a pupil has child protection concerns or any other issues whilst on placement, these should be reported to the designated teacher/work experience teacher within the school immediately. They will supply advice and support in relation to the pupils concerns, and if need be, the school will consult with EA designated officers for child protection.

Vetting arrangements

Vetting, when requested, should be carried out in accordance with Circular 2013/01: Disclosure and Barring Arrangements: Vetting Requirements for Paid Staff Working in or Providing a Service for Schools; Guidance for Schools and Employing Authorities on Pre-Employment Vetting Checking and Safer Recruitment Practices.

EA recommends that schools should consider ACCESS NI checks for the employer in all of the following cases:

(a) Students identified by the school as vulnerable for educational, medical, behavioural or home circumstance reasons.

(b) Students on placements where these involve:

- regular lone working with an employer over long periods (i.e. anything over half a day at a time);
- placements located in particularly isolated environments; and
- placements involving a high degree of travelling.

(c) Placements which include a residential element.

The fact that a particular placement falls into one of the above categories does not necessarily mean that the school should require an ACCESS NI check. Such a decision will depend on an assessment of the overall potential risks posed to a young person, and will take into account any systems in place to minimise these risks.

Students may be asked to complete a criminal record check for certain sectors of work i.e. Health, Private nursing, residential or childcare. For the EA to comply with an Access NI check the student must be over 16 and EA will only complete a Supervised Volunteer check on the student. There is no cost for the school or the pupil for this check and the appropriate form can be found in Appendix 5 of this document.

The Education Authority will administer the processing of completed Access NI validation forms for those placement providers from small businesses who have agreed to take pupils on work experience. There will be no cost attributed to the small business provider for this service. In order to ensure that adequate time is afforded to the turnaround of processing this form, schools are requested to submit this form to EA at

least one month in advance of the proposed placement period. The appropriate form can be found in Appendix 6 of this document.

Both forms and Appendices 5 and 6 are to be used by all controlled, maintained and Irish medium schools.

Pupil Entitlement

Organisational Arrangements

It is the duty of the principal and board of governors to ensure that the curriculum available to pupils meets legislative requirements and is both balanced and broadly based. It is the responsibility of the school to develop and implement a work experience programme which is appropriate to the needs of its pupils, meets curricular demands and is accessible to all who wish to participate.

Types of Placements

Three types of work experience placement are available to pupils.

1. Block Release

This form of placement normally involves the pupil attending work experience for a continuous period of up to 10 days.

2. Extended Placement

This form of placement involves the pupil attending work experience placement a number of days per week up to a total of 60 days over 2 academic years at key stage 4 (it is recommended that no more than 30 days placement to be taken in any year). This can be repeated at post 16.

Schools must ensure that they comply with the criteria that are designed to safeguard students' entitlement to a broad and balanced curriculum. It is therefore unlikely that extended work experience of more than 2 days a week will meet this requirement.

3. Tailored Placements

This form of work experience is designed to meet the specific personal or curricular needs of an individual pupil and is likely to involve one of the following:

- supplementary day release;
- short term sampling progressing to a longer placement or sampling in a series of placements;
- work experience which best meets the needs of the pupil designed as part of an agreed programme by a multidisciplinary team and with parental agreement. This programme should support pupils in meeting their vocational aspirations as part of their personal development planning.

The arrangements for ‘tailored placements’, which should normally comply with the requirements for extended placements detailed above, must be negotiated and agreed with the appropriate EA personnel and those with parental responsibility before the commencement of the placement. Where possible, the individual pupils should be working towards a recognised award or units of an award. Administrative procedures should be followed as required.

Timing of School Placement

The appropriate timing of work experience in the school calendar is crucial to the success of these arrangements.

- Work experience organised by the school **must not** be undertaken during school holidays and weekends as schools are not available to monitor the placements and indemnity is therefore not in place. It is best practice that schools should not send pupils on work experience during the five days prior to the summer holidays, as the opportunity to assess the learning arising from the placements may not be maximised.
- Hours of work experience will be specified on the schedule attached to the work experience form of indemnity and no indemnity is available outside these specific times.
- If someone with parental responsibility agrees to or organises work experience for their child during holidays, weekends or at a time when the school is unable to fulfil its duty of care, no indemnity is available.

Framework for Placements

The following factors pertain to all types of placement. They have been put in place in order to meet requirements set down in legislation and for the general health, safety and welfare of pupils.

(a) Pupils must not be paid for work undertaken as part of the school's work experience arrangements.

(b) Under normal circumstances pupils must not be asked to work outside the hours of Monday to Friday 9.00am to 5.00pm unless there are justifiable reasons to the contrary, alternative arrangements must be agreed between the school, those with parental responsibility and the pupil and the employer. These arrangements should be noted on the employer consent form.

(c) Under no circumstances should pupils be asked to work more than 36 hours per week; this does not include travel or lunch breaks.

(d) Pupils should not work for more than 5 days in any consecutive 7 day period.

(e) Pupils must not drive, manage, control or move mechanically propelled vehicles of any description.

(f) Pupils should not normally be placed in an establishment where they have a part-time job or with those who have parental responsibility.

(g) EA does not permit young people under the age of 18 to undertake work placements:

- in a tattoo studio;
- in a body piercing studio;
- on water (for example small boat, fishing boat, trawler etc.) but allows for reasonable Port-side agreed placement duties;
- in the air (for example hot air balloons, helicopters, gliders etc.) but allows for reasonable Air-side and Land-side agreed placement duties;
- in gambling locations – amusement arcades, betting shops, casinos;
- behind the bar of public houses selling alcohol;
- in an off-licence;
- with businesses selling or using guns – e.g. gun shop, gamekeeper;
- in a fireworks outlet or a company managing a fireworks display;

- at any height e.g. at window cleaning or on scaffolding; or in confined spaces, e.g. storage tanks and mines; or with dangerous substances;
- e cigarette/vapour shops;
- labouring on a building site.

(h) Working in an abattoir – placements for pupils in years 11 and 12 aged 16 years and under is not permitted.

(i) For pupils undertaking work experience as part of collaborative arrangements or organised by an external provider, it is the responsibility of the school to ensure that all arrangements outlined in the school’s policy are satisfactorily in place. If these arrangements are not in place, EA may not be in a position to provide indemnity.

This list is not exhaustive and there may be some exceptions to some of the above. Schools should contact EA if they have any queries regarding appropriate placement provision.

Work Experience in Crumlin Integrated College is organised as follows:

Year 11 undertakes tailored placements over 3 days during term three.

Framework for Placements

Crumlin Integrated College is indemnified by EA on the understanding that the requirements of the *WEA 2019* are implemented in full. The factors pertaining to all types of placements are referenced below are from Section 5.2 of the *WEA 2019*.

Crumlin Integrated College takes account of the factors below before agreeing to any placements:

The following factors pertain to all types of placement. They have been put in place in order to meet requirements set down in legislation and for the general health, safety, and welfare of pupils.

- Pupils must not be paid for work undertaken as part of the school’s work experience arrangements.*
- Under normal circumstances pupils must not be asked to work outside the hours of Monday to Friday 9.00am to 5.00pm unless there are justifiable reasons to the contrary, **alternative arrangements must be agreed between***

the school, those with parental responsibility, the pupil and the employer; these should be noted on the employer consent form.

- c) Under no circumstances should pupils be asked to work more than 36 hours per week; this does not include travel or lunch breaks.*
- d) Pupils should not work for more than 5 days in any consecutive 7-day period.*
- e) Pupils must not drive, manage, control, or move mechanically propelled vehicles of any description.*
- f) Pupils should not normally be placed in an establishment where they have a part-time job or with those who have parental responsibility.*

EA does not permit young people under the age of 18 to undertake work placements:

- in a tattoo studio.*
 - in a body piercing studio.*
 - on water (for example small boat, fishing boat, trawler etc.);*
 - in the air (for example hot air balloons, helicopters, gliders etc.);*
 - in gambling locations – amusement arcades, betting shops, casinos;*
 - behind the bar of public houses selling alcohol;*
 - in an off-licence;*
 - with businesses selling or using guns – e.g. gun shop, gamekeeper;*
 - in a fireworks outlet or a company managing a fireworks display*
 - at any height e.g., at window cleaning or on scaffolding; or in confined spaces, e.g., storage tanks and mines; or with dangerous substances;*
 - e cigarette/vapour shops;*
 - labouring on a building site.*
- g) Working in an abattoir – placements for pupils in years aged 16 years and under is not permitted. Placements for pupils in years 11 and 12 may be appropriate in certain circumstances, though duties should be restricted, and a thorough risk assessment must be undertaken.*
- h) For pupils undertaking work experience as part of collaborative arrangements or organised by an external provider, pupils must be indemnified by their registered school.*

This list is not exhaustive and there may be some exceptions to some of the above. The school will contact EA if they have any queries regarding appropriate placement provision.

(Section 5.2 WEA 2019 pgs. 8-9)