



**SPECIAL EDUCATION
WORK EXPERIENCE/EXPLORATION POLICY**

Rationale:

Students at Spotswood College will be given the opportunity to work in supervised work environments where they can learn a range of work related skills and explore their capabilities and further develop their personal and employment skills. All students need a sense of achievement and the opportunity to be included in the workforce.

Purposes:

1. To provide first hand experiences of the world of work.
2. To allow students to practise and further develop social skills and to learn employment related skills in “real life” situations.
3. To encourage the use of off-site practice/work based components where appropriate to enhance the school programme.
4. To give students the opportunity to work in industry and maybe secure full-time work or apprenticeship.
5. To improve academic achievement of students through meeting their learning needs and career aspirations in trade related qualifications.
6. To give students the opportunity to develop work related skills and values.
7. To form valuable links between School and community.

Procedures:

1. Students will go into the work place one school day per week as part of a students planned learning programme.
2. Evaluation of offsite work will involve input from students provider and College staff.
3. Extensive “pre-employment” instruction (punctuality, dress, behaviour, hours of work, safety etc) will be provided to the student prior to going to “work” to ensure success and the good name of Spotswood College is protected.
4. Parental/Caregiver/whanau involvement and support and consent (including Health clearance) is gained prior to commencement of work.
5. Off site/Work Experience will be co-ordinated through the Spotswood College STAR Co-ordinator and Special Education Co-ordinator for students in their area of responsibility.
6. Off site activities will be planned as a partnership between the school staff and off site providers and content, instruction, assessment and reporting (as appropriate) will be in a pro-forma agreement/letter/information sheet.
7. Health & Safety will be the responsibility of off site provider and be included in the pro-forma agreement.
8. Regular written and personal communication and visits will take place between Spotswood College and off site providers to discuss student progress.
9. The Careers Pathway Department/Gateway will hold a Handbook detailing specific policy & procedures and records for STAR/Gateway Programmes.

Conclusion:

This type of education proves invaluable when it provides students with the ultimate challenge of displaying their abilities to an employer. It hones their skills and gives focus to the school programme.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 25 June, 2012

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____