



The Wellington Academy Employer Engagement Policy

Rationale

The purpose of this policy is to ensure that students at The Wellington Academy undertake meaningful activities which involve employers. As a result, improving their industrial and commercial knowledge; developing their employability and communication skills; stimulating personal and social development; bridging the gap between school and the workplace and to explore future career choices.

In order to do this The Wellington Academy:

- Employers need to be vetted by the LIV and agreed as suitable by QN.
- Students to be given unambiguous direction as to what evidence needs to be provided by them to meet the BTEC criteria.
- The students need to be clearly informed about work that needs to be completed out of normal working hours.
- Employees of The Wellington Academy are not to arrange or facilitate any remuneration between the employer and student.
- Students are allowed a one off non- monetary gift costing no more than £10 from the employer.
- Employers can only communicate with students via their school email.
- Employers are not allowed to have the telephone numbers of students.
- Visits arranged by the school to the employer should be done through the normal operating procedures.
- All safeguarding procedures should be adhered to whilst employer is visiting the students at school.
- Consideration of child protection issues need to be regularly monitored by assessors, LIVs and the QN. Any concerns to be escalated to the Safeguarding Lead.

- Any child protection or safeguarding issues should be immediately escalated to the Safeguarding Lead.
- Assessors should facilitate termly meetings between employer/s and student/s.
- Assessors should monitor/track progress utilising formative and summative tracking sheets.
- Assessors are to complete observation records to record any practical activities which support meeting the BTEC criteria.
- Assessors are to facilitate the completion of witness testimonies by employers.
- School health and safety procedures must be adhered to at all times.
- Risk assessments must be carried out by assessor and signed off by LIV prior to working on employers' premises.
- Electrical equipment should wherever possible be supplied by school.
- All equipment provided by employer must be PAT tested and deemed safe by premises manager.
- Employer contact with employer should be formatively tracked by assessor.
- Any external electrical equipment brought on to school premises must be PAT tested before use.
- Students should be encouraged to communicate with employers directly.
- Assessors should avoid (wherever possible) acting as an intermediary between employers and students.
- Assessors and /or LIVs should track employer involvement using the BTEC tracking form.
- Methods of assessment can be adapted to meet learners needs (SEN).

This policy will be reviewed annually by the Quality Nominee and Examinations Officer

