The Fortune Centre of Riding Therapy
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Work Experience Policy

1. Introduction

The purpose of this policy is to demonstrate the Fortune College's commitment to providing work experience opportunities to all students in order to increase their chances of employment and independence as they progress towards adulthood. In our context work experience includes voluntary opportunities.

2. Philosophy

Fortune College is committed to providing a caring, stimulating, secure, and happy environment in which all students can learn safely and with confidence. The college encourages students to develop a wide range of life, social, and employability skills that will be relevant to them in their everyday lives now and in the future.

Fortune College is committed to providing all students with opportunities to experience meaningful work-related learning and work placements, where appropriate, to support and extend their learning. These experiences are designed to develop confidence, independence, employability skills, and an understanding of the world of work, helping students prepare for adulthood and future employment opportunities.

The college supports the Gatsby Benchmarks of Good Career Guidance and seeks to ensure that students benefit from:

- A stable careers programme
- Learning from careers and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

Students begin developing employability skills from their first day at Fortune College through participation in practical, purposeful activities within the college environment, including work on the stable yard and other work-related tasks. These experiences help students develop positive work habits, responsibility, teamwork, and a strong work ethic, providing a foundation for progression to external work placements and future employment opportunities.

Work placement opportunities are carefully planned and individually matched to students' strengths, interests, aspirations, and support needs. The college works collaboratively with

employers and placement providers to ensure that placements are safe, meaningful, and beneficial, enabling students to develop skills, gain experience, and achieve their personal and vocational goals.

3. Responsibilities

Trustees are responsible for:

- Reviewing and approving the Work Experience and Work Placement Policy at appropriate intervals.
- Monitoring the effectiveness of work-related learning and placement opportunities.
- Seeking assurance that work placements are safe, meaningful, and aligned with students' educational and employment outcomes.

Leaders are responsible for:

- Ensuring that work experience and work placement opportunities are planned, coordinated, and reviewed effectively.
- Developing and maintaining links with employers and placement providers.
- Ensuring that placements are appropriately risk assessed and meet health and safety requirements.
- Supporting the implementation of the Gatsby Benchmarks and wider careers education programme.
- Ensuring that students receive appropriate preparation, support, and review throughout their placement experience.
- Monitoring the quality and effectiveness of placement opportunities.

Staff are responsible for:

- Supporting students to develop the skills, knowledge, and behaviours required for work placements.
- Assisting in the identification and organisation of suitable placement opportunities.
- Monitoring students' progress and wellbeing whilst on placement.
- Liaising with employers, placement providers, students, and families as appropriate.
- Maintaining accurate records relating to placement planning, participation, and outcomes.

Students are responsible for:

- Engaging positively in work-related learning and placement opportunities.
- Following workplace rules, expectations, and health and safety requirements.

- Demonstrating respectful, responsible, and professional behaviour.
- Communicating any concerns or support needs to staff.
- Making the most of opportunities to develop employability and independence skills.

The Fortune College Work Experience Co-ordinator is responsible for

- Identifying suitable work experience placements
- Completing all preparatory work prior to the placement, including the Health and Safety checks in line with current guidance from the Department for Education and the Health and Safety Executive
- Providing detailed and realistic descriptions of the ability and limitations of the student prior to the placement, including associated risks
- Monitoring the effectiveness of placements
- Liaise with Transition Guides (Coaches) to ensure each work experience placement is realistic and in line with students' aspirations prior to the student attending the placement
- Continue developing the Work Experience Providers Profiles – highlighting what a student would be expected to do at a placement and the skills they could practice whilst at the placement

Transition Guides (Coaches) are responsible for

- Completing a Life plan at the start of the students first year highlighting students' aspirations for future occupation
- Complete an Employment Pathway with each student at the start of their first year - highlighting students' choices of work experience placements.
- Update each students Employment Pathway as required, i.e., if the student changes their mind
- Direct students to FCRT Work Experience Provider Information Board – to assist with making relevant choices
- Ensure there is a valid rationale for undertaking each work experience placement in line with EHCP outcomes, in line with the student's aspirations and realistic for the students
- Work with students to identify skills required for jobs as well as any limitations that may impede on a certain occupation

Group leaders are responsible for

- Planning and evaluating feedback
- Liaising with the work experience coordinator regarding next steps

Providers are responsible for

- Completing feedback forms and providing ongoing updates

Students are responsible for

- Recording their own progress; photos, diary

4. College Approach

Placements will be organised by following the Fortune College checklist to ensure all necessary arrangements have been made before, during and after the placement. All work experience placements must have Employer Liability Compulsory Insurance in place for the duration of the placement.

All students will have the opportunity to undertake work experience/voluntary work as part of their 16-19 study programme; the context and type of work experience varies and may include helping out at Fortune College events, helping out in the local community at events, volunteering at local charities, internal placements within Fortune College; e.g. catering, maintenance or work placements at local and national organisations.

The duration, frequency, and level of support provided during a work placement will be determined according to the individual needs, abilities, and aspirations of each student. Placement opportunities may range from a short introductory experience, such as a half-hour taster session with one-to-one staff support, to placements lasting two or three days per week over the course of a term. Where appropriate, some students may also have the opportunity to participate in residential work placements.

The placement should arise from the student's Education, Health and Care Plan, and the goals on their Individual Learning Plan.

The placement should give students an opportunity to practice the skills they have developed in a workplace setting.

Successive placements will be progressive where possible, depending on the individual's needs.

Placements should be realistic and consider the interests and aspirations of individual students.

The Fortune College endeavours to provide a range of work experience opportunities to promote equality and diversity, offering chances for all to access their chosen work environment regardless of gender, race, etc.

Information on any community awareness or work experience previously completed will be collected prior to entry and during the initial assessment period of the FETH course.

Fortune College will maintain accurate and up-to-date records of potential work placement providers through regular communication with employers, ongoing health and safety monitoring, feedback from completed placements, and the timely investigation and resolution of any concerns or complaints relating to work placement opportunities.

Providers will receive detailed and realistic descriptions of the ability and limitations of the student prior to the placement. This will include the person to contact for clarification if required.

Fortune College will keep evidence of the student's placement, e.g. photos, diary etc.

Providers will complete a feedback sheet to communicate to Fortune College staff details of how the student got on during the placement. They will have support with this from Fortune College staff if necessary.

Group Leaders will use provider feedback when planning and evaluating learning. Feedback from providers and the students themselves will determine next steps with life skills and work experience goals in line with transition to the next step beyond the FETH Course.