Ambitious about Autism work experience statement

Ambitious College

TreeHouse School

Introduction

- The Ambitious about Autism work experience procedure sets out our approach and responsibilities that ensures the safety of our learners, staff and host employers.
- This procedure is for Ambitious about Autism staff and host employers of work experience
- In careers education, the term work experience is generally understood to refer to a time-limited placement that a young person undertakes on an employer's premises while in full-time study.
    - Block work experience placements are usually three to five days long.
    - Extended placements are usually one to two days per week for up to a year.

Examples of work experience, could include:

- a weekly horticultural placement at an allotment every Friday afternoon
- 30 minutes porter work in the kitchen of a pub
- three consecutive mornings completing admin tasks in an office
- a one-off day completing front of house duties at a theatre
- two weeks work experience in a warehouse
- two hours a week working in a charity shop.

Roles and responsibilities

Ambitious about Autism senior leaders	• Oversight of the procedure
Ambitious about Autism employment staff	• Suitable induction for host employers • Complete a health and safety assessment and risk assessment at the host business • Always accompanies learners during work experience (supervision) • Notifies host business of learner absence • Shares all necessary information regarding our learner to effectively job carve the work experience placement (one page profile) • First point of contact for any conduct or capability issues.
Employer host	• Provides up to date employers liability insurance (this is reviewed annually)

	• Supports risk assessment for the work experience placement • Complies with AaA safeguarding procedures • Attends AaA induction on supporting autistic young people in the workplace (monthly webinar) • Completes an evaluation of the experience
Ambitious about Autism learner	• Wears suitable clothing • Works to complete a variety of agreed tasks • Follows instructions from college staff and host employer • Follows safe working practices • Completes a daily logbook to record activity

Eligibility

Autistic young people aged 12-25

The arrangements for establishing the placement

1. An employer is contacted by one of our educational settings.
2. The employer takes part in an introductory webinar on understanding autism.
3. A risk assessment is carried out and the employer's liability insurance is checked.
4. A short biography of the pupil or learner is shared with the employer (such as a vocational profile or a one page profile).
5. A work experience placement is discussed and 'carved' to meet the needs and aspirations of pupils and learners. 'Carved' means agreeing what the work experience will entail, how many days the placement will last and discussing any adjustments needed.
6. The pupil or learner attends the workplace with support staff and the placement gets underway.
7. A work experience diary is completed by both the pupil or learner (with support from college/school staff), and employer throughout the experience.
8. The work experience placement comes to an end and is evaluated.

Training and resources

Employers that support our learners on a work experience placement are invited to join an introductory webinar on supporting autistic young people in the workplace. Physical resources such as an employer guide is a source of additional information.

Monitoring

Work experience placements are monitored throughout. Phonecalls are made between the education setting and the employer. Learners are accompanied by a staff member at all times and feedback can be given both orally and written. A written evaluation is required at the end of all placements. Students complete a work experience log book throughout.

Health and safety

A risk assessment is completed by Ambitious about Autism staff and for individual learners if needed before the placement begins. An up-to-date employers' liability insurance is checked and shared by the employer with Ambitious about Autism. These are reviewed annually.

Reporting of accidents during work experience

All accidents should be reported using the host business internal monitoring system. In addition, the Ambitious about Autism lead should be notified immediately so that a report can be written in the first 24 hours.

Child and adult protection

AC Child Protection and Safeguarding Policy

AC Child Protection and Safeguarding Procedure

AC Adult at Risk Safeguarding and Protection Policy

AC Adult at Risk Safeguarding and Protection Procedure

THS Child Protection and Safeguarding Policy

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Additional information and advice for employers

Employer guides to work experience - GOV.UK (www.gov.uk)

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