

Details

Start and finish times for placements will vary. Students must contact their placement to confirm. Sport students already have this confirmed.

One day per week

Subject	Day of week	Start date	Finish date	Hours	Coursework
Business	Thursday	10 Jan	4 Apr	All day	1 unit
Engineering	Thursday	10 Jan	4 Apr	All day	1 unit
Health and SC	Friday	11 Jan	5 Apr	All day	2 units
IT	Monday	28 Jan	1 Apr	All day	1 unit
Sport & Ex. Sc.	Thursday	10 Jan	28 Apr	From 12 o'clock (P3,4,5)	1 unit

Log books to complete to record activities

Every student has a placement supervisor

Every student has objectives to complete for their career-related subject

Aims and purpose of the internship

Providing work experience matched to career related studies and student's aspirations.

Building career related skills.

- Soft skills; interpersonal and communication
- Resilience
- Organisation
- Adaptability



Building a network for future employment opportunities

Providing valuable evidence of suitability for university courses

Providing purposeful learning opportunities - true vocational learning

Outcomes from last year's placements

Gave meaning to academic work

Helped to identify career pathways

Built confidence in dealing with difficult people and circumstances

Focused career options - students learnt what they didn't want to do

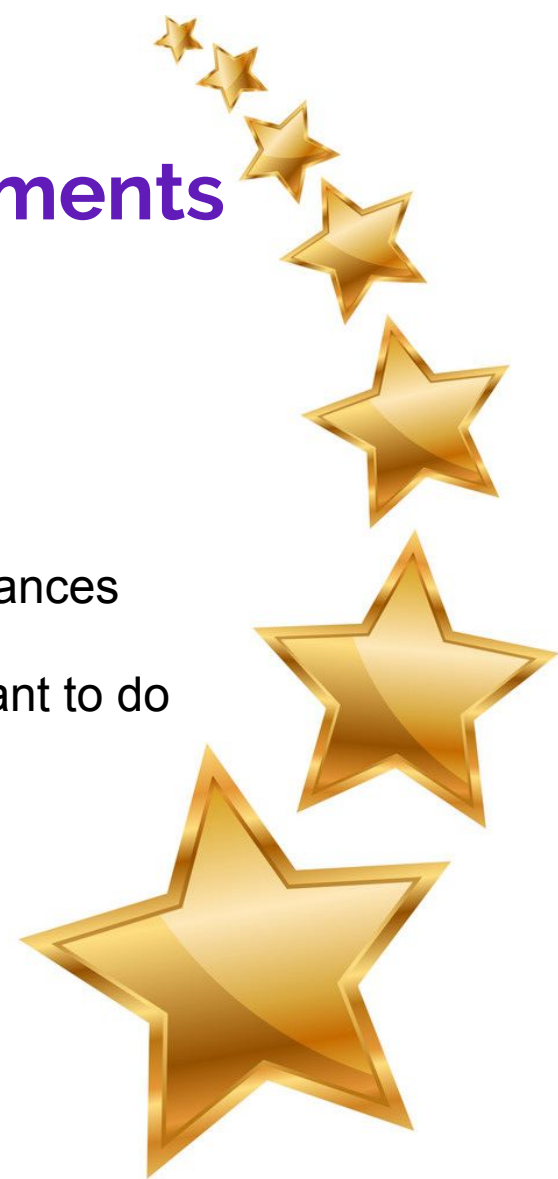
Built strong communication skills with employers and staff

Improved students ability to manage their workload

Encouraged students to reflect on their progress

Provided part time employment

Gave substantial weight to university and apprenticeship applications



Student's preparation



Before the placement - in school:

- Interview preparation and guidance with contacting employers
- Units and objective of units presented to students in lessons

Before the placement - personal:

- Signed code of conduct
 - Parental consent
 - Researching the organisations
 - Travel arrangements
 - Working hours
 - Work wear
 - Refreshments
-
- Keep up to date with DP subject work - this must be done on a weekly basis

Log books

All students will have a log book to complete.


This will provide evidence and an opportunity to

- log tasks completed
- skills developed
- reflection

Students will need to ask employers to include 30 - 45 mins at the end of their day to complete their log book.

INTERNSHIPS


The aim of the Internship placement is to give each student an opportunity to work with a local organisation. Through this placement each student will contribute their effort and talents to a valued organisation and will develop valuable life and work place skills that will improve their future prospects.




STUDENT COMMITMENT

I will attend my Internship placement each week and try my best to be helpful and supportive to those with whom I am working.

NAME: _____ TUTOR GROUP: _____



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IB Diploma Subjects

Placements have been planned on a day when the majority of student's lessons are their vocational subject.

DP subjects will be missed.

Students responsibility to approach teachers for work and stay on top of learning.

Failure to do this:

IBCP study session on Monday's 3.30 - 5.30



IBCP Code of conduct

As representatives of Dane Court Grammar School and to ensure you get the most out of your internship placements you must abide by the following code of conduct:

- Be respectful (others will need to complete their regular jobs)
- Be polite (no swearing or bad manners)
- Bring a positive attitude and do everything to the best of your ability
- Be on time/ early every day (arrive 15 mins before placement starts)
- Be careful with confidential information, do not share work placement information on social media.
- Don't gossip or talk about others
- Do not smoke, drink or take drugs
- Phones must stay in bags during work placement hours.
- Do not accept phone numbers from colleagues in the workplace.
- Wear appropriate clothing
- Report absence to your supervisor and Mrs Linton before the start time of the placement

Breaching the code of conduct

Employers may address problems directly with students or with the school.

Breaches will be discussed with the student by the sixth form office and appropriate action taken.

Truancy of internship placement will result in students being removed from the placement

There won't be any breaches of the placements because our students won't want to:

- let themselves down
- let down placements
- let down the school

Visits

All students will receive a visit between week 3 (28 Jan onwards). Extra visits will be arranged for students who are experiencing problems in their placements, that is raised by them or their supervisors.

Unacceptable requests (safeguarding)

Can you look after the 3 year olds on your own whilst we have a meeting?

Can you operate that machine?

Could you come upstairs with me to my flat?

Could you order stationary for next week?

Do you mind going out on deliveries for the rest of the day?

Can you bring the cleaning chemicals up from the store cupboard?

Absence procedures

Planned absences

Illness - must phone before the placement is due to start on the day

Delayed start or early finish

Students let supervisor and Mrs Linton know as soon as possible

(mlinton@danecourt.kent.sch.uk)

Any problems

Email Mrs Linton ASAP mlinton@danecourt.kent.sch.uk