

# **CITY OF LONDON SCHOOL FOR GIRLS**

## **CEIAG POLICY**

### **APPENDIX TO: CAREERS POLICY**

#### **Introduction**

At CLSG, we believe that short periods of work experience for pupils in Year 11, 12 and 13 provide an invaluable help in deciding upon the course of study that they wish to pursue at university. It enables them to gain an insight into the qualities which are useful to employers and to understand the value of inter-personal and communication skills as well as experiencing team-working in the work place.

#### **Organising work placements**

At CLSG, we believe that it is important for our girls to develop the initiative and to make the arrangements themselves, although we are able to provide a helping hand in the case that an individual has difficulty securing placement. We maintain a library of previous pupils' reports on their work experiences and have access to a number of potential work places via the school community. However, now that work experience is no longer confined to the UK, or even to the EU, and the variety and complexity is so extensive, the school recognises the limits to its contacts and expertise in this field.

#### **Documentation**

We are able to support girls' applications for work experience by providing references at the application stage. We have a school work experience diary which is available to any girl undertaking work experience in order to help her focus her time at her placement. Once completed, these, plus any references received by employers are kept on file for use in future references for university and employment.

#### **Insurance cover**

The girls are all covered by the City of London Corporation's personal accident insurance but by law, the placement should also have Employer's Liability cover in place. We ask that parents ensure their daughter's work experience placement satisfies all legal requirements before they attend and that the school has a record of all the contact details of any placement a girl may be undertaking.

**Revised:** July 2014, June 2017

**Approved by Board of Governors:** June 2017

**To be reviewed by:** July 2020