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## **The King's School Linbro Park Off-site Work Experience Policy**

As a part of the Career Guidance process, learners are required to participate in a work exposure experience. Work exposure involves the placement of pupils in an industrial or commercial setting. The purpose of this programme is to provide them with insights into some of the realities of the world of work and an opportunity to experience work from an adult perspective.

This programme forms part of our career guidance process, and is intended to help bridge the gap between school and work by assisting young people to relate to work roles and to apply classroom theory and learning to a work situation.

In addition, each of the learners participating in this programme will have been through a process of identifying their interests, skills and personality in order to suggest several potential careers that they could enjoy and in which they could be successful. We, therefore, hope that this time in the workplace will contribute to the decision-making process regarding career choice for a number of our learners.

Many young people have been distanced from the realities of the world of work. Home, school and work represent three different worlds to them. What adults do and how school experience relates to what is done in the workplace is a mystery to many young people. The kind of work young people would like to do as adults is often idealised, and there is frequently little insight into the realities of the work they imagine themselves performing.

Employers, on the other hand, frequently complain that school does not prepare young people adequately to be productive in the workplace.

We believe that work exposure provides opportunities for bringing these worlds closer together by encouraging co-operation between business and education. It realises the constructive role that businesses can play, working alongside the schools, in preparing young people for a new reality upon their entry into the job market.

Work exposure will take the form of “work shadowing”, in which a learner will be assigned to an employee or to a member of the professional staff of an organisation to learn about the nature of the chosen field through observation and questioning.

It must be emphasised that, whatever form the work exposure takes, the observation done by the pupil will be meaningful and will provide the pupil with insight into that particular career.

We believe that work exposure at a concern that is owned or run by a parent does not always provide the best work environment and should rather be avoided in favour of a neutral work situation. However, if parents from our school are willing to accommodate other learners in their workplace, it would be appreciated.

The work exposure may take place any time during the year.

The procedure to be followed is as follows:

1. The learners will go through a process of identifying their interests, abilities and personality in order to suggest several potential careers that they could enjoy and in which they could be successful.
2. The learner, in consultation with the parents and ourselves, will make a decision as to the type of job they would like to observe.
3. The learner in possession of a covering letter has the permission of The King's School Linbro Park to approach a business of his/her choice with a request to observe.
4. Businesses that are approached then indicate their willingness to participate in the project by answering the questions on a reply sheet. This sheet is to be returned to the school and learners are then advised of the acceptance of their application.
5. When the observation period begins, learners will be out of school and not in uniform. However, they will still be subject to the RULES OF THE SCHOOL and will be expected to behave accordingly.
6. Once the period of observation is over, a report on each learner will be received from the business they have observed. A standardised form has been designed for this purpose.
7. If any learner does not conform to the requirements of a work situation, is absent without notice, does not work as instructed or refuses to carry out instructions, the businesses will be asked to contact the school immediately and disciplinary action will be taken.

Learners are required to make their own arrangements with a local business. The results of the Career Guidance exercises already completed by the learners should give the learners an indication of the type of industrial or commercial business that he or she should consider approaching for Job Observation. We will give each child a letter from the school which he or she can use in approaching a potential employer for this experience.