



## Work Placement Policy

Key Information	
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ELT Post Responsible for Policy Update and Monitoring	Vice Principal – Innovation, Curriculum and Quality
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## 1. **Aim**

- 1.1. Introducing learners to the world of work helps them to understand the work environment, choose future careers or prepare for employment.
- 1.2. Work placement is defined as a placement on employers' premises in which a learner carries out a particular task or duty, or range of tasks or duties, like an employee would do, but with the emphasis on the learning aspects of the experience.
- 1.3. Work placement is an expected part of every 16-18 learner's study programme. During their study programme the requirement is that all learners undertake a minimum of 24 hours contact in a meaningful work placement.
- 1.4. An extended industry placement is a mandatory part of the new T Level framework. During their study programme each learner must undertake a minimum of 315 hours contact in a meaningful work placement.
- 1.5. The policy is informed by the Health and Safety Executive ('HSE') guidance on the provision of work placement opportunities for young people: [Young People and Work Placement](#).
- 1.6. The procedures for work placement are intended to ensure that work placement is delivered to a high standard, so that learners are safe. Placements need to be meaningful to achieve good learning outcomes, ensuring learners enjoy their time in the workplace. It is expected that everyone involved in organising, supporting and delivering work placements should adhere to these procedures.
- 1.7. The College's work experience employer partner has responsibility for ensuring that all work placements have a valid risk assessment completed before a learner attends their work placement. Employers will already be managing the risks in their workplaces and are best placed to assess whether or not any additional measures need to be taken for the learner who is joining them for the work placement.

## 2. **Work Placement**

- 2.1 This policy and associated procedures apply to all 16-18 learners enrolled on a College programme, of any duration, and are informed by:
  - 2.2.1 Health and Safety at Work Act 1974
  - 2.2.2 Management of Health and Safety at Work Regulations 1999
  - 2.2.3 Education Act 2002
  - 2.2.4 Children Act 2004
  - 2.2.5 Safeguarding Vulnerable Groups Act 2006
  - 2.2.6 Working Together to Safeguard Children 2015
  - 2.2.7 Keeping Children Safe in Education 2018
  - 2.2.8 Ofsted Safeguarding children and young people and young vulnerable adults' policy 2015
  - 2.2.9 Every Child Matters Framework 2008
  - 2.2.10 Quality Standard for Work Placement (DCSF) 2009
- 2.2 Ensuring healthy and safe placements relies on close co-operation between employers, visiting tutors/lecturers, work-based supervisors and learners.
- 2.3 Once learners are on a work placement, they are regarded as employees. This means that the employer has the same duty of care towards them as any other member of their staff. Equally learners have the same responsibilities as any other employee, including compliance with the employer's health and safety rules.
- 2.4 Review of the suitability of a workplace is a critical element of the work placement procedures. An appropriate Risk Assessment needs to be completed for each work placement. Action on any point of concern should be timely and appropriate and written records should be kept. Following checklist confirmation and appropriate health and safety briefings, the learner can start their work placement.
- 2.5 In line with The Association of Employment and Learning Providers (AELP), learners are encouraged to find their own placement where possible, as this develops their skills in readiness for preparation for employment. It shows initiative and gives the employer a good first impression, showing the learner's employability skills.

and personal attributes. If successful, this may in turn lead to good references, employment, a traineeship, apprenticeship or useful networking opportunities for the future.

- 2.6 Learners should be made aware of what employers are looking for in any employee and will have to demonstrate that they are employable as a person, a team member and as a contributing member of the employer organisation.

### **3. Management of Extended Placements/Industry Placements**

- 3.1 The College will work in conjunction with key stakeholders to identify meaningful extended placements for learners who enrol to a T-level.
- 3.2 Extended placements will range between a minimum of 315 hours up to 450 hours over the duration of the T Level 2-year pathway.
- 3.3 All learners complete a Strengths, Weaknesses, Opportunities and Threats (SWOT) questionnaire before commencement using the Changing Education APP. Key information such as learning aims and learner's aspirations will be evaluated to ensure the extended placement meets the needs of the learner. All the collected data will be captured on the Changing Education Connect CRM and be fully compliant with data protection regulations.
- 3.4 The management of extended placements sits with the Work Placement Team (WEX). The placement model includes three appraisals on-site with the employer. This will include an initial sign up and a meeting with the employer, plus an initial appraisal followed by a mid-point and end point appraisal to capture learners on-going progress and development.
- 3.5 Additional learner support needs will be identified during the profiling process when matching learners' aspirations with suitable employer stakeholder to ensure sustainability.
- 3.6 Any identified support requirements will be documented, and a pastoral support plan implemented in conjunction with the pastoral and WEX team.
- 3.7 Learners who have an Education Health and Care Plan (EHCP) will receive additional support from the learner support team, to ensure they are fully supported on their extended placement. This may include an assigned mentor e.g., signer for learners with a hearing impairment.
- 3.8 Regular meetings will be co-ordinated between the extended placement team, curriculum staff and industry stakeholders to monitor and evaluate extended placement opportunities, including feedback for continual development and to shape the curriculum.

### **4. Guidance for College Staff**

- 4.1 Staff should refer to the Department for Education (DfE) published guidance. The step by step guide will assist the process of planning and delivering high quality work experience provision.
- 4.2 In the case of a critical incident, the College follows the latest Government guidance regarding WEX and Industry Placements for T Levels.
- 4.3 In order that learners are not disadvantaged due to a critical incident the Work Placement Team are developing a programme of meaningful Virtual Work Experience (VWEX) in conjunction with our key employer partners. We are developing procedures to monitor and track learners engagement to the programme.
- 4.4 Additional technological support tools have been developed through Microsoft Teams to make WEX and T Level information accessible and transparent to staff and learner stakeholders. This includes a central repository that holds all of the policies and processes and regular Government guidance updates.

## **5. Other Related Documentation**

5.1 In addition to this policy, please refer to the Work Placement Procedures document which outlines:

- 5.2.1 Summary of procedure for Learner's Placements
- 5.2.2 Guidance for College Staff
- 5.2.3 Legal Responsibilities
- 5.2.4 Risk Assessment, Workplace Provision & Insurance Requirements
- 5.2.5 Guidance Notes for Learners on Placement (Health and Safety)
- 5.2.6 Placement Approval