



# FE Work Experience & Industry Placement Procedures

<b>Document title:</b>	Work Experience & Industry Placement Procedures
<b>Audience:</b>	All FE College Staff and Students
<b>Version:</b>	1
<b>Approved by:</b>	Senior Leadership Team
<b>Date approved:</b>	June 2023
<b>Date of next review:</b>	June 2024
<b>Document Owner</b>	Vice Principal Curriculum
<b>Equality Impact Assessment</b>	Yes
<b>Student Friendly Version</b>	No

## Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)
1.1	New	6 <sup>th</sup> May 2022	Splitting of Policy into Policy and Procedures Review of responsibilities
1.2	Revision	20 <sup>th</sup> April 2023	Title change

## Monitoring and review

This policy will be reviewed by the Senior Leadership Team every year.

## Purpose of the Procedures

These Procedures apply to all students undertaking a Programme of Study (FE) where there is a requirement to complete work experience or industry placement.

The College's Work Experience Policy states that the College is committed to ensuring that:

- Students have access to a safe, secure, and appropriate placement.
- Students are supported by a process that is clearly defined and explains the procedures which must be followed in relation to work experience for students.
- Students are able to document their work experience or industry placement journey
- The placement meets the requirements of the student, employer, and funding authorities.

## Roles and Responsibilities

**The Vice Principal for Curriculum is responsible for:**

- Ensuring that the policy is operationalised through adherence to the procedures.
- Ensuring the strategy implemented meets the needs of all learners.
- Ensuring changes related to Programmes of Study are reflected in the College delivery of the policy.

**The Head of Student Services is responsible for ensuring:**

- Appropriate staffing and resources are identified to provide outstanding work experience and T Level industry placements
- Agreement with Heads of Department for Curriculum regarding the timetable for work experience & industry placements for the academic year.
- The monitoring of placements against the agreed timetables by the Curriculum Heads and report on progress and risk to the Vice Principal for Curriculum through the Performance Review process
- High-quality advice and guidance are provided to all students before the commencement of work experience or industry placement. This engagement must be documented on the College system and provide students with the key details of their placement, contact details whilst they are on placement, and expectations of a student on placement.
- High needs learners who have been identified by the High Needs & Learning Support are offered additional pre- & post support when accessing a placement
- Work Experience team will collaborate with the High Needs Learning Support department to ensure that employers and students are supported to achieve successful placements
- Where students have provided consent to declare any additional learning support to employers, this information will be provided to employers as part of the onboarding process to support the learner whilst on placement
- Attendance at placement is monitored and reported to the relevant curriculum department.
- All funding requirement documentation is maintained to audit standards.
- All on-site visits are conducted in consultation with students and employers and identify skills and behaviours being developed whilst on placement.
- All students complete a post-placement evaluation. The results of the evaluations will be evaluated on a monthly and annual basis to improve the learner experience.
- Employers are engaged to arrange placements and complete the employer vetting process before the start of any placement.

- Pre and post-evaluation reviews are completed with employers. Where there are numerous students within the same employer, the Head of Student Services will decide on the number of evaluations that need to be completed.
- Where negative feedback has been given by a student regarding a placement, a Work Experience team member will contact the employer to discuss the feedback. Where concerns have been addressed a visit to the employer will be undertaken and the Head of Student Services will decide on whether placements should continue with the employer. If the employer is removed all planned and existing placements will be stopped. This will be recorded on the College system.
- An annual full evaluation of Work Experience Placements will be completed by the Head of Student Services and made available for Senior Leadership Team and Corporation.

**The Head of High Needs & Learning Support for ensuring:**

- That information on students with High Needs is provided to the Head of Student Services at the start of the start of the academic year to support students to complete placement
- That any Preparation for Adulthood outcomes on students EHCP's are communicated to the Head of Student Services and considered when sourcing work experience opportunities

**The Heads of Department for Curriculum are responsible for ensuring:**

- All students completing a Programme of Study are made aware of the importance of completing a work experience placement as part of student engagement and recruitment activities.
- Learning outcomes linked to work experience and industry placements for T Levels and vocational courses are shared with the relevant work experience officer. This will allow targets and objectives to be set prior to the start of the placement.
- The delivery of a flexible curriculum, with timetabled work experience, that allows all students to complete work experience and industry placements in the academic year.
- Minimal changes are made to the agreed timetable to reduce the impact on the Work Experience Team and employers who are committed to supporting students on work experience placements.
- Students are engaged post-placement to analyse the impact of their placement; how skills gained whilst on placement can support their achievement and how the experience of placement is impacting the student's future plans.
- Identification of students who are not ready to complete a placement or have issues with attendance/behaviour that might negatively impact the completion of their placement. This information needs to be shared with the Work Experience department to ensure alternative activities can be sourced and made available to continue personal development.
- When a department has an existing relationship with an employer, the organisation of the placement can remain within the department, however, the department must ensure the documentation and processes for engaging an employer have been completed.

**The Director of Student Recruitment & External Relations is responsible for ensuring:**

- That all students completing a Programme of Study are made aware through the enrolment process of the contractual requirement to complete a work experience placement.

**Related documents**

Work Experience Policy

Curriculum Blueprint 2023-2024  
Timetabling Policy 2023-204  
Data Protection (GDPR) Policy  
Health & Safety Policy  
DBS Policy