



Work Experience Policy

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Student Friendly Version	No

Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every 2 years.

Purpose of the Policy

This policy applies to all students undertaking a Programme of Study (FE) where there is a requirement to complete a work experience placement.

The aims of the policy are:

- Ensure that the students have access to a safe, secure and appropriate placement.
- Ensure that the process is clearly defined and explains the procedures which must be followed in relation to Work Experience for students.
- Ensure that students have a documented record of the work experience they have completed.
- Ensure that the placement meets the requirements of the student, employer and funding authorities.

It is the responsibility of all staff to support students to access Work Experience.

Guidance and Procedure

The Assistant Principal for Further Education 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 Department for Work Experience is responsible for ensuring:

- Appropriate staffing and resources are identified to provide outstanding work experience.
- Agreement with Heads of Department for Curriculum the timetable for work experience placements for the academic year.
- The monitoring of placements against the agreed timetables by Curriculum Head and report on progress and risk to the Assistant Principal for Further Education.
- High quality advice and guidance is provided to all students prior to the commencement of a work experience placement. This engagement must be documented and provide students with the key details of their placement, contact details whilst they are on placements and expectations of a student 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 clearly 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 prior to 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 Work Experience will make the decision on the number of evaluations that need to be completed.

- Where negative feedback has been given by a student regarding a placement, then 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 Work Experience 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 CRM.
- An annual full evaluation of Work Experience Placements will be completed by the Head of Department and made available for Senior Leadership Team and Corporation.

The Heads of Department for Curriculum are responsible for ensuring:

- All students completing a Programme of Study are made aware of the contractual requirement to complete a work experience placement as part of student engagement and recruitment activities.
- The delivery of a flexible curriculum that allows all students to complete work experience 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.
- 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 Head of Student Requirement 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 Strategy 2020 - 2025

Data Protection (GDPR) Policy

Health & Safety Policy

DBS Policy