



Work Experience Policy

Audience	ALL COLLEGE
Requirement	HIGHLY RECOMMENDED
Policy Owner	MD BUSINESS PLUS
1st Delegation	SLT
Last Delegation	F&R
Review Cycle	Every 2 years
Last Review	Jun 20
Due for Review	Jun 22

Contents

Page 3	Points 1-3	Introduction, Aims & Scope
Page 4	Points 4 & 5	Principles & Work Experience structure
Page 5	Points 6	Work Experience requirements
Page 6	Point 7	Work Experience Process
Page 7	Point 8	Industry Placement Process
Page 8	Points 9 & 10	DBS process and Complaints procedure

1.0 Introduction

Within the Colleges mission 2021, we aim to prepare our students for meaningful careers through the provision of outstanding technical, and professional programmes of study and apprenticeships. Work Experience (WEX) is a fundamental aspect of this preparation, and by making up on average 100 hours per academic year of their curriculum, work experience is a valued aspect of the course design. The Work Experience activity is industry relevant to the students main learning aim, and wherever possible, create added value to their course. Participation in Work Experience provides essential employability skills and enhances the knowledge, skills and behaviours required for young people to progress successfully in their chosen career. The College has a passion to prepare its students for the world of work, and engaging students in employer facing activities is key to achieving this.

The Work Experience team also have responsibility to manage all Industry Placements (IP) for the College under the T Level programme offer and have a clear process to meet the requirements for funding and positive outcomes for all students.

2.0 Aims

The aim of this policy and its related procedure is to:

- Ensure all staff and relevant stakeholders are aware of Work Experience processes and procedures, supporting staff, students and, where required parents, to meet required outcomes
- Ensure compliance requirements are adhered to, especially in areas which require DBS checks ahead of placement
- Provide clear and robust tracking and monitoring criteria, creating a streamlined process for both staff and students
- To provide clear lines of communication and a standardised approach across all curriculum areas when planning and delivering the Work Experience offer
- To outline clear expectations and responsibilities at each stage of the Work Experience process

3.0 Scope

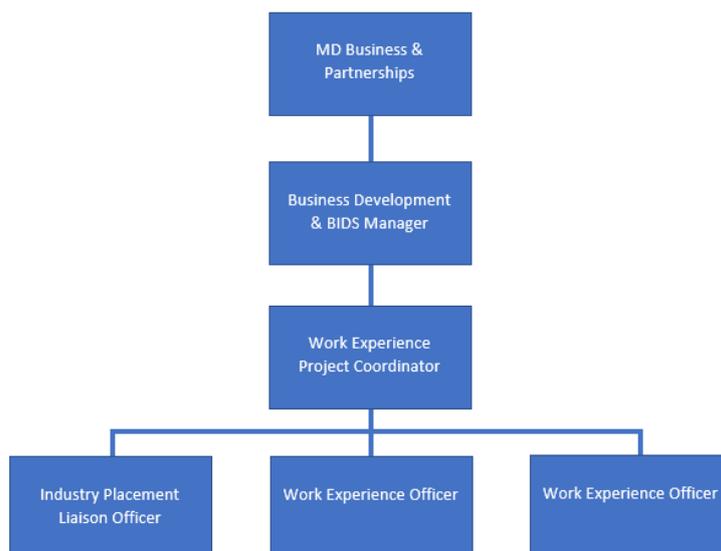
All Work Experience and Industry Placement activity arranged by the Work Experience Team that contributes to the required hours of the students' course.

4.0 Principles

- Work Experience is a compulsory element of all full-time courses with varied hours depending on level, and course criteria.
- In the majority Work Experience should be organised by the Work Experience team. There are some occasions where placements may be arranged by the student, but this must be approved by the Work Experience team prior to attendance.
- All placements must have an up to date health and safety check before placements can be approved.
- Dependent on curriculum area and level, Work Experience frequency and block arrangements may vary and will be clearly disclosed to staff and students at the beginning of the academic year. This arrangement is agreed with the Director of Faculty prior to the new academic year start.
- Work Experience must be relevant to their course and/or career ambition.
- DBS checks are mandatory for all placements within the Early Years and Health Care sector in line with the placement requirements. The Work Experience team will support all students who require this service in advance to their placement (please refer to the DBS process below)
- Industry Placements (IP) have clear requirements under ESFA funding rules which need to be adhered to in order to gain positive outcomes and receive the targeted funding for this programme.

5.0 The Work Experience Team

WEX/IP Officers are allocated to specific curriculum areas to manage and support. In the case of staff absence, curriculum areas will be shared with the remaining team members to ensure coverage across the academic year. The team is managed by the Work Experience Project Coordinator, this person is responsible for maintaining direction and monitoring target objectives, also ensuring team are on track to meet the achievement target of required student work experience hours. Work Experience team structure detailed as below.



6.0 Work Experience Requirements

All full-time students are expected to achieve Work Experience for every year that they are at college. The criteria for each level are as follows:

Level 1

All students are required to complete a minimum of 35 hours work experience in one year. In response to COVID-19, no work placements will be arranged in 20/21. All students will therefore undertake these hours, completing employability, social enterprise and volunteering.

Level 2

All students are required to complete a minimum of 100 hours in one year, made up of employability, social enterprise, volunteering and a minimum of 1 week of work experience (37hours).

Level 3

All students are required to complete a minimum of 100 hours, working towards completing 315 hours over the two-year course, however, the yearly target set by the college means majority of these students need to complete 315 hours in one year.

Education and Childcare

Students completing Level 2 are required to complete 250 hours across their one-year course. Students on Level 3 programmes are required to complete 780 hours across two years. These hours are achieved by completing placements incorporating key age ranges mapped against course requirements.

T levels

As part of the T level a core component is Industry Placement which consists of 315 hours over a 2-year programme.

7.0 Work Experience Process

In order to provide a standardised approach to Work Experience, a clear and robust process has been created. This process is communicated to staff, students and parents at the start of the academic year to ensure all parties are aware of their responsibilities to secure a successful work experience placement. The process flow can be found under Appendix A. Timeline can be found under Appendix B

7.1 WEX Request Forms

The WEX request form is online and accessible through a link shared to all students during WEX presentations. Students are encouraged to identify three suitable employers that their WEX officer will contact to enquire and secure the placement. If for any reason the placements identified cannot be secured, the WEX officer will continue to secure a placement that meets the students' requirements and career interests. As part of the induction process, the student signs to acknowledge the medical form requirements, as well as agreement to partake in work experience activity. The Work Experience team will ensure placement is agreed within 2 weeks of placement date.

7.2 Health and Safety check

All Work Experience placements are secured, subject to a successful health and safety check. Work Experience team will visit the employer's premises to complete the check, as well collect relevant insurance details.

7.3 WEX Placement Progress Log

Once the Work Experience placement has been confirmed and all parties are happy with the arrangement, the student is required to access the progress log. This progress log clearly outlines the expectation of the student whilst on placement, as well as having the contact details of the WEX team, should they need additional support whilst on placement. The main use of the progress log is for the student to track their Work Experience hours, as well as identify key learning activities they have explored whilst on placement. The Work experience team will monitor hours and ensure system reflect this information.

7.4 Feedback

Feedback is requested by Employer and Student at the end of placement.

8.0 Industry Placement

Industry placement forms 20% of the T-Level qualification. Students are required to undertake a minimum of 315 hours over their 2-year programme, developing technical skills and applying knowledge to a work placement environment. These placements, where possible should be with the same employer, however a second employer may be used where required. This placement must be relevant to the student's subject area and contains meaningful learning activity. Whilst on their industry placement the student must have three reviews across the year to capture their progression, hours and employability skills whilst on placement.

The employer is involved with reviews to give guidance where required, and to collect feedback on the learning objectives and project the student has been set at the beginning of their programme. To validate progress being made and ensure track on hours there will be a minimum of 3 progress reviews. The process flow can be found under Appendix A.

8.1 Employer Sign up Form

Once the Industry placement has been agreed, a health and safety check is completed, as well as relevant insurance details collected. As long as there have been no concerns with the insurance and health and safety check, an employer sign-up form is completed. This form outlines the agreement to host the Industry Placement and details of the main contact within the organisation. A basic job description is attached to this document to ensure the student is aware of their responsibilities whilst on placement.

8.2 Review form

Industry Placement reviews take place three times across the year with the employer and student to monitor student progress and record hours. The key areas that are measured during reviews focus on the student's behaviours and social skills as well their knowledge and technical skills in the workplace.

8.3 Industry Placement Progress Log

Once the Industry Placement has been confirmed and all parties are happy with the arrangement, the student is required to access the progress log. This progress log clearly outlines the expectation of the student whilst on placement, as well as having the contact details of the WEX/IP team, should they need additional support whilst on placement. The main use of the progress log is for the student to track their Work Experience hours, as well as identify key learning activities they have explored whilst on placement. The Industry Placement team will monitor hours and ensure system reflect this information.

8.4 Feedback

Feedback is requested by Employer and Student at the end of placement.

9.0 DBS Approval Process

All students who are looking to work with Children and/or Vulnerable adults need to apply for a DBS Certificate, these tend to be Early Years, Health Care and Sports students, but any student can apply if their placement stipulates that they need one. DBS application process is managed by the Work Experience team.

10.0 Complaints

In the event of a complaint being made either by a student or an employer about their interaction with Work Experience, concerns are raised with the Work Experience Project Coordinator. Where possible, the issue will be resolved and supported with a discussion with the student/Director of Faculty and employer.

If the issue has arisen due to negative student behaviour this is escalated to the Work Experience Project Coordinator and the relevant Director of Faculty.

If the complaint is formal, this is pursued through the College Complaints Policy.