



Work Placement 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	Jan 22
Due for Review	Jan 24

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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. Work placement is a fundamental aspect of this preparation. By making up on average 100 hours per academic year of their curriculum, work placement is a valued aspect of the course design. The Work placement activity is industry relevant to the students main learning aim and wherever possible, create added value to their course. Participation in Work placement provides essential employability skills and enhances the knowledge, skills and behaviours required for young people to progress successfully in their chosen career.

The Work placement team have a responsibility to manage all Industry Placements (IP) for the College under the T Level programme and have a clear process to meet the requirements for funding and positive outcomes for 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 Placement processes and procedures, supporting them to meet required outcomes.
- Ensure compliance requirements are adhered to, including areas which require student 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 placement.
- To outline clear expectations and responsibilities at each stage of the Work placement process.

3.0 Scope

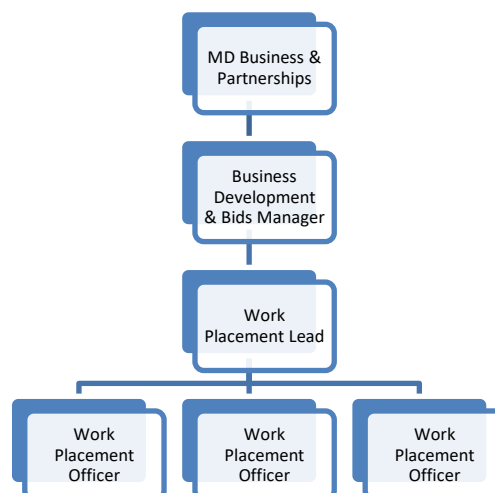
All Work Experience and Industry Placement activity arranged by the Work Placement Team that contributes to the required hours of the students' course.

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 is organised by the Work Placement team. However, placements may be arranged by the student (with the exception of Industrial Placements and T-Level students) but this must be approved by the Work Placement 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 Placement 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 Placement Team

Work Placement 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 Placement Lead, this person is responsible for maintaining direction and monitoring target objectives, also ensuring the team are on track to meet the achievement target of required student work experience hours. The Work Placement team structure is 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

The majority of students are expected to engage in work experience, however, they can undertake this flexibly through activities such as voluntary hours, the completion of employability training and social enterprise.

Level 2

The majority of 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 the 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

The T-level's core component is Industry Placement which consists of 315 hours over a 2 year programme.

7.0 Health and Safety

All new work placements are secured, subject to a successful health and safety check. The work placement team will initially visit the employer's premises to complete the health and safety assessment within their professional boundaries, including the relevant insurance details. Once the initial health and safety assessment has been completed they will update the insurance details remotely. Employers will be asked to read and acknowledge our policies around attendance and safeguarding, signing to accept their responsibilities in the process. The health and safety form can be found in **Appendix B**.

8.0 Grofar

Once the Work Placement has been confirmed, the student is required to access the Grofar app. This

app outlines the expectation of the student whilst on placement and tutors give personal targets to achieve which are related to the course requirements. The student can log experiences and upload photographs against their targets. It is also used for students to track their work placement hours which are confirmed by the employer. The Work Placement team will monitor hours and ensure the students are on track to complete the course requirement.

9.0 Work Placement Process

In order to provide a standardised approach to Work Placement, a clear and robust process has been created. This process is communicated to staff and students at the start of the academic year to ensure all parties are aware of their responsibilities to secure a successful work placement **Appendix A**.

9.1 Work Placement Request Forms

The Work placement request form is given to students during work placement presentations. Students are encouraged to identify three suitable employers that their Work Placement Officer will contact to enquire and secure the placement. If for any reason the placements identified cannot be secured, the Work Placement 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 placement activity.

10.0 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, if necessary, a second employer may be used where required. This placement must be relevant to the student's subject area and contain meaningful learning activities. Whilst on their industry placement the student must have 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. The process flow can be found under **Appendix A**.

10.1 Employer Sign up Form

An employer sign-up form is completed after a satisfactory health and safety check. This form outlines the agreement to host the Industry Placement and details of the main contact within the organisation.

10.2 Review

Industry Placement reviews take place 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.

11.0 Feedback

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

12.0 Safeguarding

12.1 Prior Checks

As per our process (Appendix A) All placements have been checked on Companies house, OFSTED and Care Quality Commission (where applicable to the area of learning) to ensure that the company is registered according to government guidelines, In order for the student to be placed at a school or care home the OFSTED/CQC report needs to have a Good or Outstanding rating. This is to ensure the student will receive a quality placement.

12.2 Safeguarding Policy

When an employer has been contacted, they are sent the Fareham College safeguarding policy and support booklet. This is to ensure they are aware of the college safeguarding requirements. If they have their own safeguarding policy, this is requested from them to update our records.

12.3 Contact numbers

The student and parent will be given the employer details along with the Work Placement Officer and Tutor contact details (via Grofar). This is to ensure if there is any concern about a placement they have the necessary contact to raise it with the Tutor or Work Placement Officer immediately.

12.4 Attendance

The student is asked to inform the Work Placement Officer and Employer if they are unable to attend due to absence that day. However, if a student does not attend placement it is the employer's responsibility to contact the work placement team within an hour of the student's expected start time. This will be recorded on Pro-monitor. The absence names will also be checked against the high risk register and reported to student services if necessary.

12.5 T-Level Placement Curriculum Visits

As part of the T-Level qualification the curriculum tutor will visit the student whilst out on placement to ensure they are meeting the course requirements, whilst out on visit they will monitor whether they are happy and confident in their placement.

13.0 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 Placement team.

14.0 Complaints

In the event of a complaint being made either by a student or an employer about their interaction with Work placement, concerns are raised with the Work Placement Lead. 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 Placement Lead and the relevant Director of Faculty.

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



Health & Safety Assessment

Work Placement & Apprenticeship Programmes

This document appraises the controls and arrangements in place to safeguard the health and safety of the Apprentice or Work Placement student. A health and safety assessment is required to be in place against each working role. This document should be reviewed in line with renewal of Employer Liability Insurance.

Employer Name		Date of this Assessment	
Working Location		Employer Contact for this activity (Health & Safety Officer)	
		Telephone	
		Email	

1	Health and Safety Policy	YES / NO		Comments
A	Is there a clear commitment to health, safety and welfare (written policy statement mandatory when 5 or more employees)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B	Are health and safety arrangements communicated to employees through induction or similar activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessment of Standard 1		Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

2	Accident, Incidents and first aid	YES / NO		Comments
A	Have adequate arrangements for first aid materials been made?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B	Is there an appointed person for first aid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
C	Are accidents and first aid treatment rendered recorded? I.e. in an accident book	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
D	Are or will all legally reportable learner accidents, incidents and ill-health be reported to the enforcing authority and the training provider (ourselves) and will they be investigated to enable suitable remedial action to be taken?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
E	Do you understand that it is your duty to inform the College, should an accident occur to a student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessment of Standard 2		Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

3	Fire and emergencies	YES / NO		Comments
A	What is in place to raise alarm in the event of a fire?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B	Are there appropriate means of fighting fire in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
C	Are effective means of escape in place including unobstructed routes and exits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
D	Is fire-fighting equipment, preventative measures and emergency arrangements maintained, including through test and practice drills?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
E	Is a fire log / record book kept? Where is the held?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
F	Is assembly point location clear?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessment of Standard 3		Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

4	General health and safety management	YES / NO		Comments
A	Does the employer have access to competent health and safety advice and assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B	Does the employer review health and safety arrangements annually?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
C	Does the employer display the necessary signs and notices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
E	Is there ongoing Health & Safety information, instruction and training in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
F	Have risk assessments been completed and significant risks been identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



G	Have control measures been put in place where risk have been identified? Give details where appropriate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
H	Is the employer's liability current? (please attach a copy of your current certificate of insurance)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Insurer	
				Policy No	
				Expiry Date	
Assessment of Standard 4		Met <input type="checkbox"/>		Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

5	The Apprentice/Student	YES / NO		Comments
A	Has the employer assessed the workplace risks to the learner / young person considering their age, inexperience, maturity and lack of awareness of risks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B	Does the employer have reasonable allowances in place to support learners with special needs or circumstances including any disability and / or medical health conditions, should this be relevant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
C	Has the employer put in place control measures for the Learner/Student as a result of the assessments and have they informed the learner and their supervisor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
D	Does the employer provide competent supervision for Apprentices/Students and do they have a designated person to take overall responsibility for them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
E	Does the employer provide free of charge any necessary personal protective equipment and clothing (as determined by risk assessments) and ensure its proper and effective use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
F	Is the employer aware of their responsibility to safeguard young people & vulnerable adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessment of Standard 5		Met <input type="checkbox"/>		Part met <input type="checkbox"/> Not met <input type="checkbox"/>

ACTIONS TO TAKE PLACE			
Agreed actions to support the learner's development in the job (include date of planned action) – individual aim-based actions should be recorded within OneFile		By	When
1			
2			
3			
4			
5			
6			

ASSESSMENT OUTCOME					
Safe for the learner	<input type="checkbox"/>	Safe with advisories	<input type="checkbox"/>	Significant Actions required	<input type="checkbox"/>
Assessment undertaken by:					
Details of College representative					
Name			Role		
Date			Signature		
The employer confirmation					
As a representative of the employer I acknowledge on behalf of the employer that they have complete responsibility for maintaining safety in the workplace, and for ensuring that their insurance covers all liabilities owed to the learner or provider staff at all times in connections with the Apprenticeship programme. Any actions above are agreed and will be implemented.					
I have read and accepted the Safeguarding and Work Placement policy and acknowledge that I have to report any absences within an hour to the Work Placement Team: and any Safeguarding concerns to the main switchboard: 01329 815200 and select Student Services.					
Signature				Date	