

Work Experience/Placements

POLICY STATEMENT:

- 1.1 The scope of this policy/procedure extends to the organisation of work experience/placements for all students (including pre 16) on any type of course programme offered by the College; i.e., FT and PT courses funded by the EFA/SFA, or other valid funding streams.
- 1.2 The focus of the policy/procedure is on the requirements of managers/members of staff to ensure that students are not exposed to unacceptable levels of risk to their health and safety whilst undertaking work experience/placement. This duty relates to the general responsibility the College has under the Health and Safety at Work Act 1974 and the Young Persons Regulations 1997.
- 1.3 The Programme Areas are responsible for ensuring all students on Study Programmes receive the required amount of work related activity and the student's timetable reflects this. They are also responsible for arranging the work experience/placements and ensuring the correct procedures are carried out for their area. The Campus Principals have overall responsibility for ensuring all Programme Areas are following the procedure correctly, completing the required documents and ensuring this documentation is retained. The Progression Mentor/Personal Tutor is responsible for alerting the Campus Principal if a student is not receiving any work placement opportunities as part of their study programme.

PROCEDURES:

Work Experience/Placement with External Employer

No student should be in placement without the following procedures being followed:

Programme Area Managers are responsible for ensuring that a Health & Safety Assessment Form (Appendix 1) is completed by an appropriate member of staff for each employer taking one or more students. The form only needs to be completed once regardless of the number of students. The Health & Safety Assessment is valid for up to two years. If the placement has been assessed as 'high risk' then it should not be used, 'medium risk', the assessment is valid for one year and 'low risk', for two years.

If a student has support needs which require notification and adjustments made when in placement then the work placement officer/assessor in consultation with Student Assessment & Support staff should complete the student risk assessment form.

Programme Area Managers are responsible for ensuring the following employer and student documents have been completed or sent to the employer for their information:

1. Health & Safety Assessment Form (to be completed by staff with employer, copy retained by College) Appendix 1
2. Safeguarding Letter to Employers (to be sent to employer for information) Appendix 2
3. Child Abuse pdf (to be sent to employer for information) Appendix 3
4. Work Placement Understanding (to be signed by employer, copy retained by employer and College) Appendix 4
5. Medical Information Form (to be completed by student (& parent/carer if applicable) & copy retained by College & employer) Appendix 5
6. Work Placement Consent Form (to be completed by parents/carers of under 18 students) Appendix 6
7. Work placement student risk assessment (to be completed only if the student has support needs which require notification and adjustments made when in placement, copy retained by College & employer). Appendix 7

Owner of Policy: Executive Director Student Experience

Approving Body: Policy Committee

Stage of approval: Approved

Date of approval: May 2017

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Once placements of students are confirmed and documentation collated, the Work Placement Officer/Assessor/named staff member responsible for work placements should tick the relevant boxes on ProMonitor /E-Tracker to indicate they have been completed.

The Work Placement Officer/Assessor/named member of staff should also upload scanned copies of the following documents to ProMonitor/E-Tracker.

1. Health & Safety Assessment Form (to be completed by College staff with employer, copy retained by College) Appendix 1
2. Work Placement Understanding (to be signed by employer, copy retained by employer and College) Appendix 4
3. Medical Information Form (to be completed by student (& parent/carer if applicable) & retained by College) Appendix 5
4. Work Placement Consent Form (to be completed by all students & parents/carers of under 18 students) Appendix 6
5. Work placement student risk assessment (to be completed only if the student has support needs which require notification and adjustments made when in placement). Appendix 7

Work Experience/Placement with College

If the work experience is taking place on a College campus then the Programme Area Manager should ensure a College risk assessment is completed for the activity the students are undertaking. This should also be logged on ProMonitor /E-Tracker under Work Placement Training.

Work related activity not with an employer

In the minority of cases some students may be given a project (off campus) to work on that provides them with self-employed experience. There is no constant staff supervision, but regular monitoring visits take place. Each case will be assessed on an individual basis and the procedure determined by the age of the students, the nature of the work and the location of the work. Each case will be agreed by two members of SMT and the documentation determined by the nature of the work.

For all of the above the Campus Principal is responsible for:

1. Ensuring all Programme Areas have logged all of the above on ProMonitor/E-Tracker.
2. Spot checking the completion of the documentation on ProMonitor/E-Tracker.
3. Informing the Performance Review Panel of any non-compliance.