



Work Readiness and Work Experience Policy

Author: Head of Student Services

Approved: 6 March 2019 by Standards & Curriculum Committee

Review date – February 2020 (Annually)

1. Context

1.1 The Study Programme reforms set out by the Wolf reforms outlined the need for students to undertake work experience and/or development of social action skills.

1.2 At the core of our College strategy are our values:

- Students at the heart
- Be your best, be your future
- Work hard, work together
- Be innovative and enterprising

1.3 In addition the College's vision encompasses that students and apprentices should be developed for "Not just courses, careers".

2. Policy – Work readiness

2.1 The College assesses the student's readiness on the steps to being a working professional. See the stages in the diagram below.



2.2 The College sets the expectation that all "leavers" from the College will have undertaken an external work placement or participated in a significant number of employer encounters, as per the Gatsby benchmarks.

2.3 Professional judgement will be used to ascertain whether work experience is appropriate for an individual. In some cases they may need to start earlier on the steps.

3. Development of work readiness

3.1 The following table identifies how the College seeks to develop employability and work readiness skills through the curriculum.

3.2 Managers and teachers are expected to identify these opportunities in their curriculum plans and schemes of work.

3.3 Students will have the opportunity to assess, record and review their own work readiness.

Employability Skills Development

	Skills Development	Skills Environment
Aspiring Professional	<ul style="list-style-type: none"> ● Punctuality ● Reliability ● Quality of Work ● Meeting Deadlines ● Professional Presentation ● Confidence ● Team Work 	<ul style="list-style-type: none"> ● Internally on programme with LM or tutors ● Careers advice
Developing Professional	<ul style="list-style-type: none"> ● Work ethic ● Problem solving ● Quality focus ● Resilience ● Adaptable ● Communicative ● Work mindset 	Developing skills through class based and RWE, projects and assessments
Young Professional	<ul style="list-style-type: none"> ● Planning and prioritization ● Financial acumen ● Reflecting & reviewing ● Innovation ● Creativity ● Professional development 	<ul style="list-style-type: none"> ● Working independently ● External projects and briefs
Working Professional	<ul style="list-style-type: none"> ● People skills ● Working mindset ● Motivated ● Enthusiastic to learn ● Make a positive impact ● Evaluate ● Adjust ● Flexibility 	<ul style="list-style-type: none"> ● External learning ● Volunteering ● Enterprise ● Entrepreneurialism ● Internships

4. Health and Safety

The college will take reasonable steps to ensure that employers are managing any risks to a student during a work placement by talking to them to find out what the student will be doing and confirm the employer has arrangements for managing risks. Checks will be made in proportion to the working environment, but will include:

- Telephone risk conversation by a WPO with the employer and completion of an 'Employer Health & Safety Declaration and Agreement' followed up with email confirmation of call to include copy of agreement
- Student presentation from the WPO to students detailing the process and important health and safety considerations
- Signed Work Placement Information form from the student
- An email to the employer from a WPO to confirm placement arrangements and any other H&S considerations
- Employer given a named point of contact at college and employer to name a point of contact for the college, to facilitate good communication and rapid response to any concerns
- Lines/contact details for communication given to the students to ensure they have a safe way to report any concerns when on placement
- Safeguarding....

5. Disclosure of Disability or Learning Difficulty

Students may be reluctant to disclose a disability or learning difficulty particularly if they are concerned they may be discriminated against. There may be a duty to disclose information to an employer in order for them to make a reasonable adjustment in order to accommodate a placement. In this instance permission to share information would be required from the student and parent (if under 18).

6. Responsibilities

6.1 The College

The College will carry out pre-placement checks including that the employer complies with the Health and Safety at Work Act to ensure the safety and wellbeing of the student whilst working with the employer. All systems used to be auditable.

The College has a responsibility to ensure that any staff involved in the management or administration of placements have appropriate training, and are in turn aware of their responsibilities in the process.

The student will be prepared by the college to act appropriately in the workplace, understand employer expectations and provide information on general health and safety issues prior to their placement. The college will ensure that the placement provides the best opportunity for the student to apply and develop skills that are related to their occupational field of study.

6.2 Placement providers (Employers)

Employers must comply with Health and Safety Legislation, for example, having up-to-date Employer's Liability Insurance; assessing the risks of a student on placement; providing training; instruction and supervision. These are particularly important aspects given the youth and inexperience of many of the students on placement. The primary responsibility for meeting statutory Health & Safety requirements within a placement remains with the employer (placement provider).

The employer will provide a quality experience for the student, relevant to the student's course of study and will, as far as practicable possible, enable the student to learn and develop and meet their agreed objectives/ learning aims.

Safeguarding....

6.3 Students

Students on placement have the same Health & Safety responsibilities as any other employees in the workplace. They must take reasonable care for their own Health & Safety and for the Health & Safety of other people who may be affected by their acts and omissions. They must immediately raise any concerns, including Safeguarding, whilst on placement, with their College contact (WPO). They must also cooperate with the placement provider in complying with the placement provider's legal duties. Disclosure and Barring Service (DBS) checks may have to be completed by some students before placements can begin, e.g. Health and Social Care & Child Care students. Students should be aware of their agreed objectives/learning aims whilst on placement.

7. **Monitoring**

7.1 Work Experience is monitored and evaluated annually through college quality assurance processes including the SAR process.

7.2 The college has a robust process in place for gathering employment encounters by students and measuring the impact of these encounters.

7.3 Student Surveys are carried out throughout the year to assess student satisfaction of the quality of the careers provision and student experience.

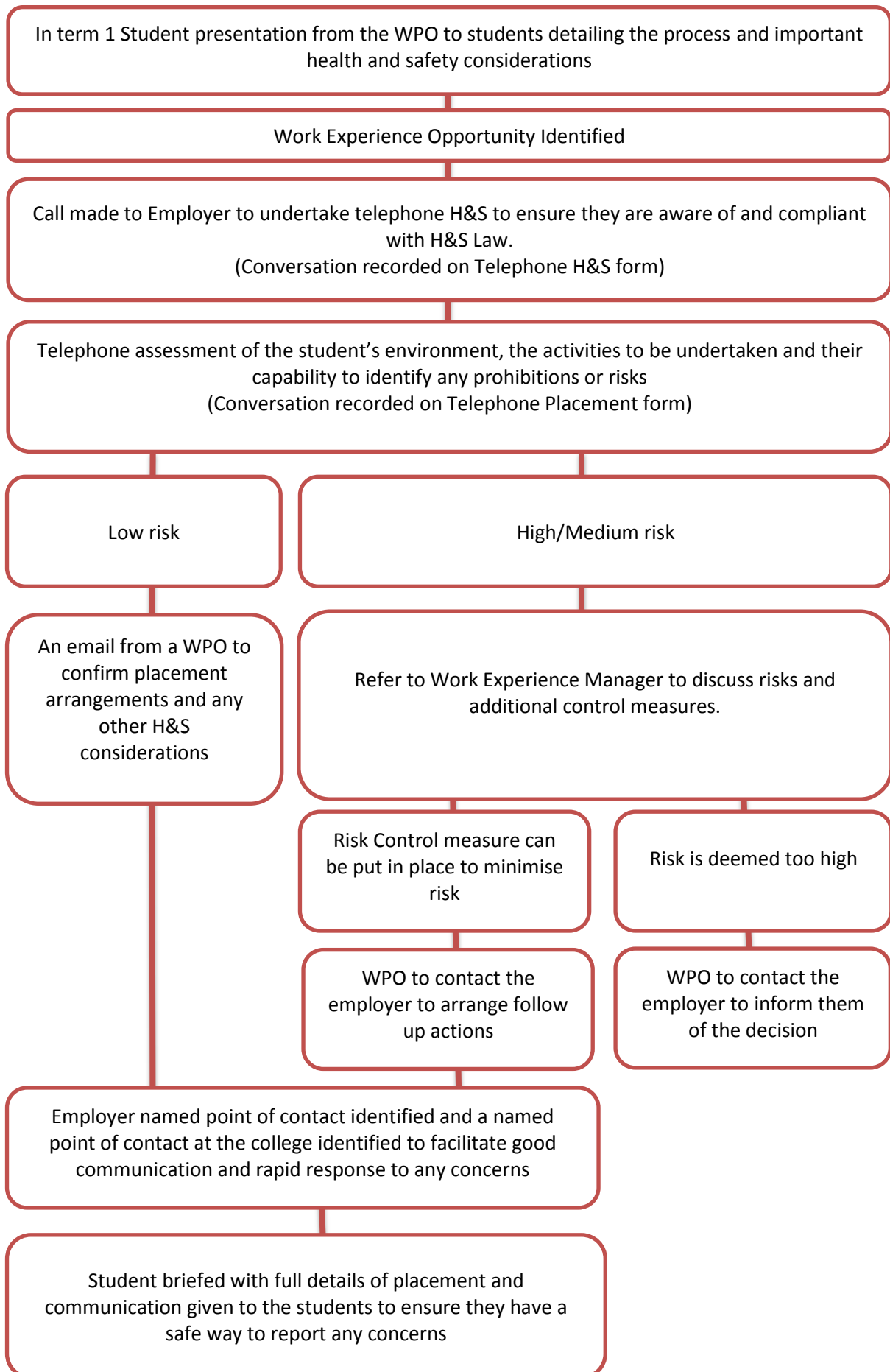
7.4 Students and employers are encouraged to provide feedback to support the quality assurance process.

7.5 An annual action plan is developed by the lead manager based on the self-assessment report.

8. **Review**

This Strategy will be reviewed annually as part of the College's SAR process and published on the College's website.

Work Experience Flow Chart



TRACKING and REFERENCE INFORMATION

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Review Date: March 2020

Author/Responsibility: Head of Student Services

Equality Impact Assessment: The College will ensure the work experience impacts positively on equality and diversity, on learner achievements and student progression to employment, apprenticeships and/or HE.

List of related policies, procedures and other documents:

Complaints Procedure

Equality & Diversity Policy

Safeguarding

Complaints: If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Complaints Policy.

Monitoring: The application of this policy and associated procedure will be monitored by The Head of Student Services.

Easy reading: To receive this policy/procedure in a different format, please contact HR Services.