



# **Work Experience Procedure**

**May 2021**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	Inclusion of induction to work placement process, WPO will attempt to source a placement, name change of document from HS1 to WP02, checking of form by Health and Safety manager, site selection checklist added, clarification of duties when assessed unit, change to flowchart	H Anderson	June 2016
1.2	Inclusion of Work Inspiration and Work Simulation process, updated Health and Safety process, Course Tutor changed to Work Experience Lecturer, removal of Progress flowchart. Change from the need to provide attendance registers for placement	H Anderson	May 2017
1.3	2.8 inclusion of suspending a placement pending the outcome of an investigation. Additional statement of Health and Safety checks. Changes to role title. Flow charts updated. Courses completing unit below SCQF 6 will be allocated a placement in line with new unit specifications	H Anderson	May 2018
1.4	Update to post titles	H Anderson	Nov 2019
1.5	COVID 19 Statement	H Anderson	May 2020
1.6	Amendment of COVID-19 Statement, inclusion of Work Based Challenge Unit – emphasis on critical paragraphs and GDPR Statement	H Anderson	October 2021

## Introduction

The following information details the procedures that must be followed to ensure all relevant students will benefit from high quality work placements or other workplace experience.

The procedure includes the following sections:

- Section A Work Inspiration activities
- Section B Workplace experience including Realistic Working Environments (RWE)
- Section C Work Placements with an employer

### COVID-19 STATEMENT

All full-time programmes will include a work placement (where permitted) and/or other workplace experience linked directly to their course as outlined in the Work Placement Standards. Health and Safety factors relating to the Covid pandemic will be adhered to and this may mean the majority of workplace experience relates to Section A and Section B and/or the inclusion of the Work Based Challenge Unit rather than the Work Experience Unit.

### GDPR STATEMENT

Staff must follow the Data Protection Policy to ensure the requirements of data protection legislation is being adhered to.

Please note: Where the College sources the opportunity and recommends those opportunities to the student, it is then the student who should be making the arrangements thereafter.

Students are, by law, classified as an employee of the organisation during the placement, so they will disclose personal information themselves to the employer.

## Section A

All students will undertake Inspiration activities which will link to the Enterprise Strategy, and these will include:

- Employer presentations
- Mentoring & coaching
- Practice interviews
- Employer-led master classes
- Careers events
- Site visits or remote online visits

## Section B

This section details the procedures to be followed when a student is not ready to undertake a work placement with an employer or is unable to do so due to Covid.

Students who are not ready to undertake a placement with an employer must be given the opportunity to gain workplace experience through work simulation or work inspiration activities. These may include:

- Client Initiated Projects
- Realistic Working Environment (RWE)
- Business-led Projects
- Work Based Challenge Unit

## Section C

This section details the procedures to be followed to ensure students are placed on an appropriate work placement, which has been checked to ensure a safe and healthy working environment as far as is reasonably practicable and is monitored to meet all party's needs.

**Health and Safety checks must be completed before students start their placement (including a particular focus on individual employer COVID-19 guidance).**

Health and Safety training will be provided to all staff through the College staff development programme. Staff should contact their Line Manager if they would like to discuss further training opportunities.

There are 3 types of placement:

1. Work Placements associated with assessed units
2. Work Placements integrated within their programme, e.g. within Care
3. Work Placements associated with the vocational area but non-assessed.

A flowchart of the procedure is attached in Appendix A and relates to all types of placement.

For liaison purposes, the Care and Access Area operates a slightly different approach from other areas. The liaison between the Work Experience Lecturer and the Work Placement Officer, and the Work Experience Lecturer and student, does not apply. All communication will be directly between the Work Placement Officer and the student. In addition, students in the Care and Access faculty do not source their own Work Placement. All Work Placements will be sourced and organised by the Work Placement Officer.

## 1. Prior to Work Experience

- 1.1 The Curriculum and Learning Manager (CLM) for the area will agree a Placement Schedule by the start date of the course and will share this with relevant staff.
- 1.2 The Work Placement Officer and Work Experience Lecturer will jointly provide each group with an induction to the work placement process.
- 1.3 Students studying SCQF level 5 or below (including non-assessed students) will be allocated a placement from the College bank of placements (with the exception of some care courses and Scottish Racing Academy who source their own placements).
- 1.4 Students studying SCQF Level 6 and above will be asked to source their own placement initially. The Work Experience Lecturer must inform the student of their target start date for placement. On sourcing a suitable work placement, students must complete a Work Experience details form and submit this to the Work Experience Lecturer/Work Placement Officer. The Work Placement Officer will undertake the necessary checks on receipt of this form. If the student is unable to source a suitable placement the Work Placement Officer will source one from the College bank of placements.
- 1.5 **A student must not commence their Work Placement prior to the Work Placement Officers approval.**
- 1.6 For students unable to source a suitable Work Placement, the Work Placement Officer will attempt to source one. If a suitable Work Placement cannot be found the Work Experience Lecturer must consider alternative routes such as work inspiration or work simulation activities (see Sections A & B).
- 1.7 Transport requirements must be identified and agreed with Students and the Work Placement Officer prior to any decision regarding a placement. The Work Placement Officer will liaise with Student Funding to establish the cost and route availability. Once agreed the Work Placement Officer will inform the student of when the bus pass can be collected from the Student Advice Centre or Reception at the Newtown Campus.
- 1.8 The Work Experience Lecturer will ensure that all students are given the correct health and safety information and training prior to their placement including their duties under health and safety legislation.

- 1.9 For all students prior to going on placement, the Work Placement Officer will carry out an assessment (WP02) which ensures the suitability of the placement provider. (The WP02 form is stored in the documentation folder on the Work Experience shared area)

The WP02 is valid for 3 years unless there has been a significant change. (See 2.9)

The College has a Work Placement Database which is maintained by the Work Placement team. Any Work Placement Officer considering a potential work experience placement must check this database first to check if a valid WP02 is in place for the appropriate subject area. This database is stored within OneDrive.

If a valid WP02 cannot be found, then the Work Placement Officer must carry out an assessment prior to the placement starting.

The Health and Safety Manager and Quality Improvement Manager will conduct spot checks on recently completed WP02 forms at least once per block to ensure full compliance.

Due to the number and geographical spread of the placement providers, the College may carry out the initial audit for Low-Risk occupations by telephone or correspondence prior to the commencement of the placement. This must then be followed up by a visit to the provider before the completion of the placement.

**All high-risk occupations will require a pre-placement visit where practicable; if this is not possible, extra attention will be given to make sure that the student is given the appropriate and effective health and safety information and training prior to commencing work experience. The Work Placement Officer will inform the appropriate Work Experience Lecturer when a high-risk pre-placement visit has not been possible.**

- 1.10 If required, the CLM will arrange for any Site Selection Check Lists to be completed as per the Approvals Procedure.
- 1.11 Where the WP02 is not required, the Work Placement Officer must check that the Insurance documentation is still valid and that the placement provider will maintain that level of cover for the duration of the placement which will be done using the Contract of Agreement. Where the placement provider, by nature of the size or type of business would not normally have such cover in place, the College will maintain personal accident cover. The PA to the Vice Principal must be informed of each student who requires this type of cover.
- 1.12 Placements for students who are under 18 years of age or new and expectant mothers must by law have a risk assessment carried out. The College risk assessment for new and expectant mothers can be used to cover work experience providing all tasks are covered. A risk assessment for a young person does not need to be a separate document – this can form part of a placement providers existing risk assessment as long as it ensures the young person is not exposed to risk due to lack of experience, or unaware of potential risk due to lack of maturity. The Work Placement Officer will ensure the placement provider has completed the necessary checks.

- 1.13 Parental permission is also required for those students aged less than 16 years to take part in Work Experience. This will be carried out by the Course Tutor/Work Experience Lecturer, usually during the Induction period. The document should be passed to the relevant Curricular Administrator for storage. The Work Placement Officer must check that the form has been signed and returned prior to agreeing a Work Placement for a young person.
- 1.14 All students must sign a 'Work Experience Agreement' prior to starting their Work Placement. This is distributed within the induction pack and will be held in the faculty file.
- 1.15 Where a student requires a Protecting Vulnerable Groups (PVG) Scheme check, the Work Placement Officer will ensure the student completes the appropriate application form. The Work Placement Officer will arrange for the form to be checked and countersigned by an authorised person (see Disclosure Policy). For further information regarding the College Disclosure Policy and Procedure please contact the Head of HR (lead signatory).
- 1.16 Some Care work placements require a reference for the student. Where applicable, the Work Placement Officer will source the references and forward onto the Placement Provider.
- 1.17 Once a student placement has been agreed both the Work Experience Lecturer and Work Placement Officer must inform each other of any issues that may impact on the placement e.g. transport, health problems, discipline, poor attendance etc.
- 1.18 The Work Placement Officer will send a confirmation letter and information pack to each placement provider upon approval of the placement. This pack is available in the documentation folder on the Work Experience shared area.
- 1.19 The Work Placement Officer will inform the Work Experience Lecturer once all the background checks are complete and transport arrangements in place. The Work Experience Lecturer will then inform the student of their start date.
- 1.20 Students already in relevant employment may use this as their Work placement. This does not include self-employment where appropriate supervision is not available.

## **2. During Work Experience**

- 2.1 The Work Placement Officer will act as the main point of contact for all placement related enquiries and liaise with Work Experience Lecturer to resolve any issues arising from the placement. All contact with the placement provider must be recorded on OneDrive.
- 2.2 The Work Placement Officer will carry out at least 1 placement progress check throughout the duration of the placement and details added to the Columbus database. This could be a telephone call, visit, or written report.

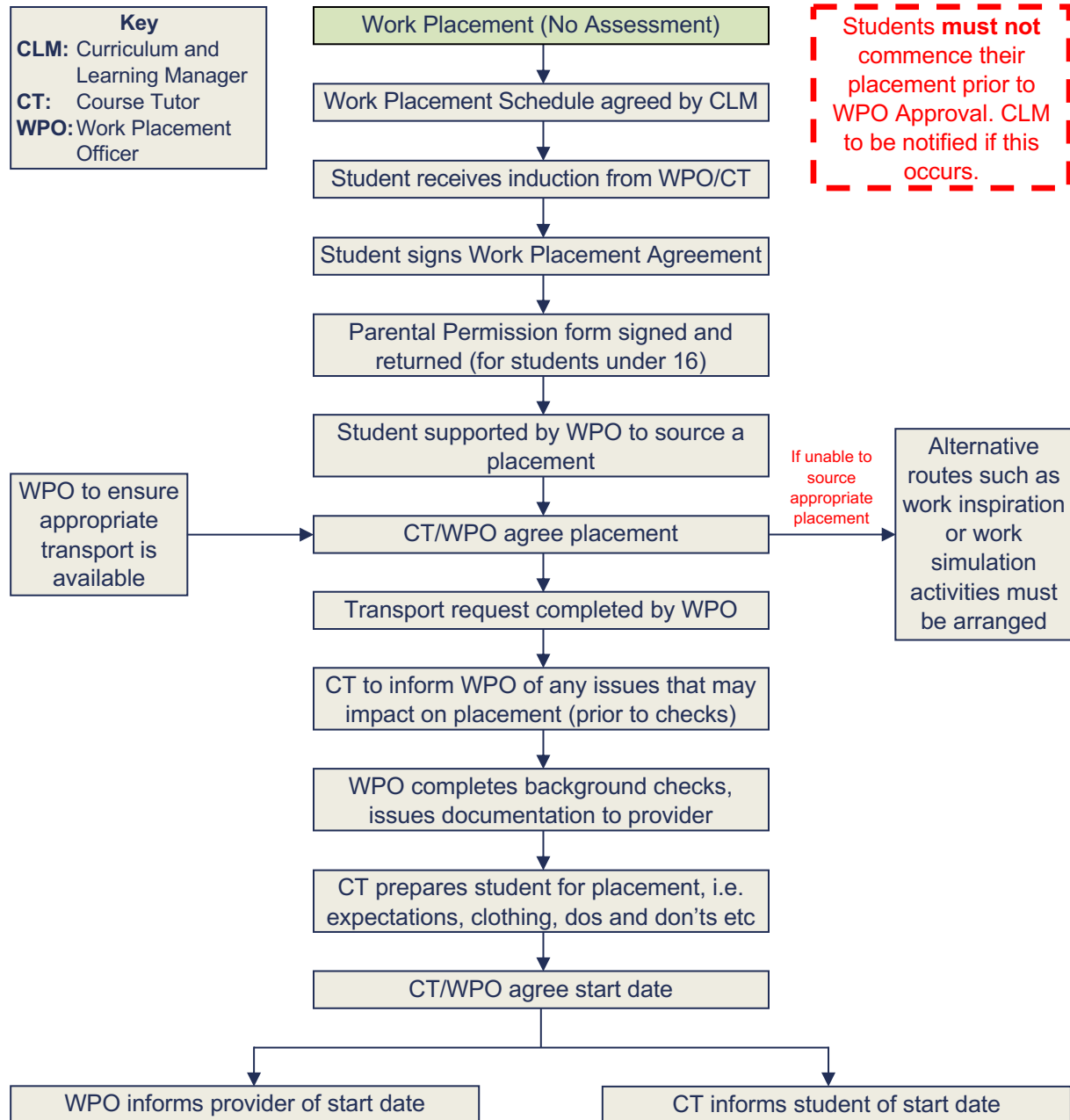
- 2.3 If the work placement is part of an assessed unit and an observation or supervisors report is required, this will be carried out by the Work Experience Lecturer.
- 2.4 During the placement the Work Placement Officer will regularly visit the class during the timetabled Work Experience class to provide students an opportunity to share any information that may require the placement to be contacted.
- 2.5 The Course Structure and Student Timetable will include placement. This will mean a subject only register is created and there is no need for an attendance register. The main lecturer will close the subject only register at the end of the year.
- 2.6 Any complaints which may lead to disciplinary action will be reported to the CLM. The Work Placement Officer will provide the Work Experience Lecturer with a written report of any incident.
- 2.7 Students must report any issue with their placement to their Work Experience Lecturer. The Work Experience Lecturer must then inform the Work Placement Officer to agree any necessary action.
- 2.8 If an investigation is required placements will be suspended pending the outcome of the investigation. Where appropriate the Work Placement Officer and/or Work Experience lecturer may agree to terminate the placement early in consultation with the relevant CLM. The Work Placement Officer will notify the placement provider.
- 2.9 The Work Placement Officer must carry out a Health and Safety Assessment update for approved providers when they have been notified of a change to any methods, machinery, or layout that could affect the Health and Safety of the Student.
- 2.10 Where a telephone Health and Safety Assessment has been carried out, a visit to the provider must take place before the end of the placement (if not outwith region).

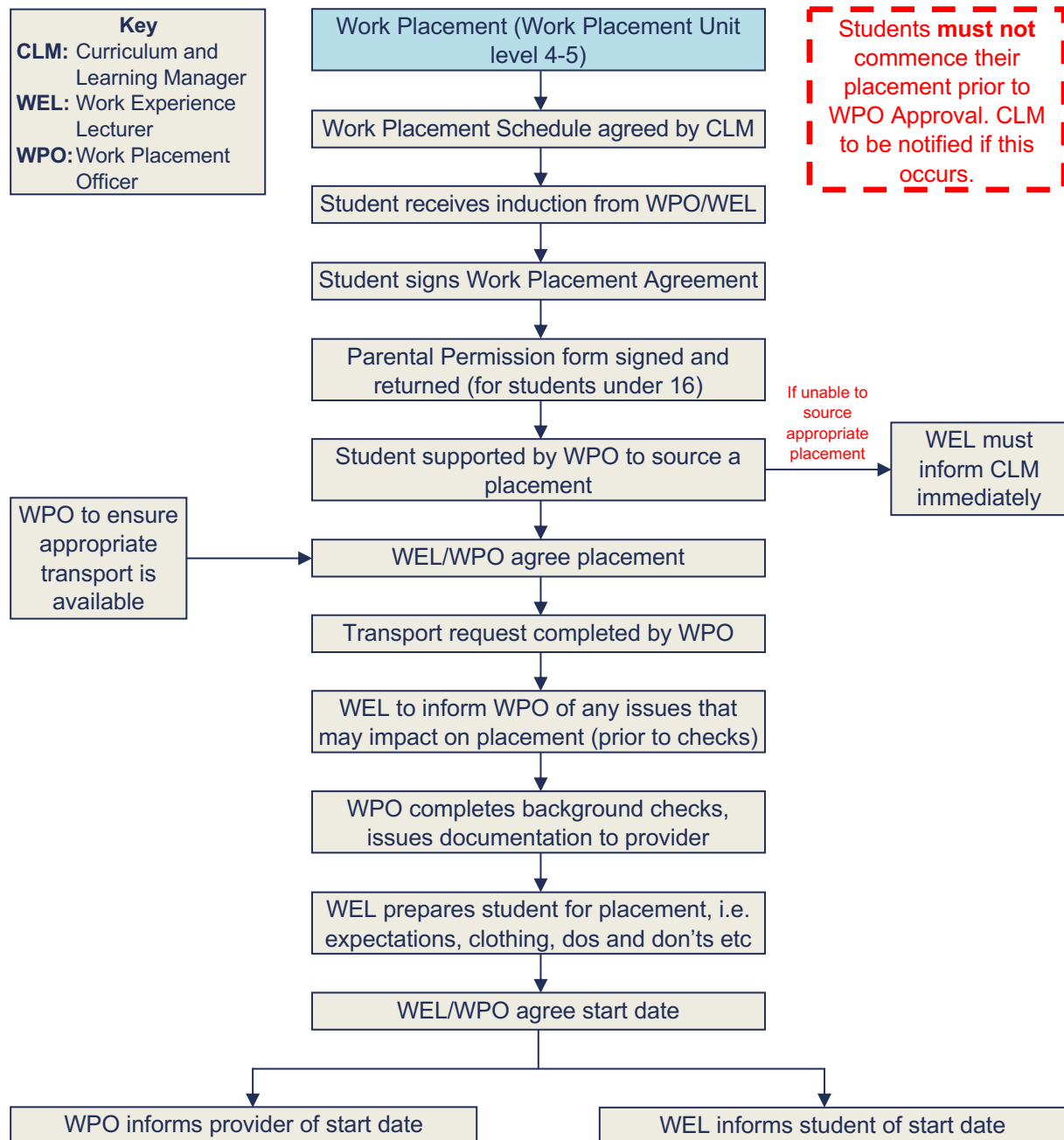
### **3. After Work Experience**

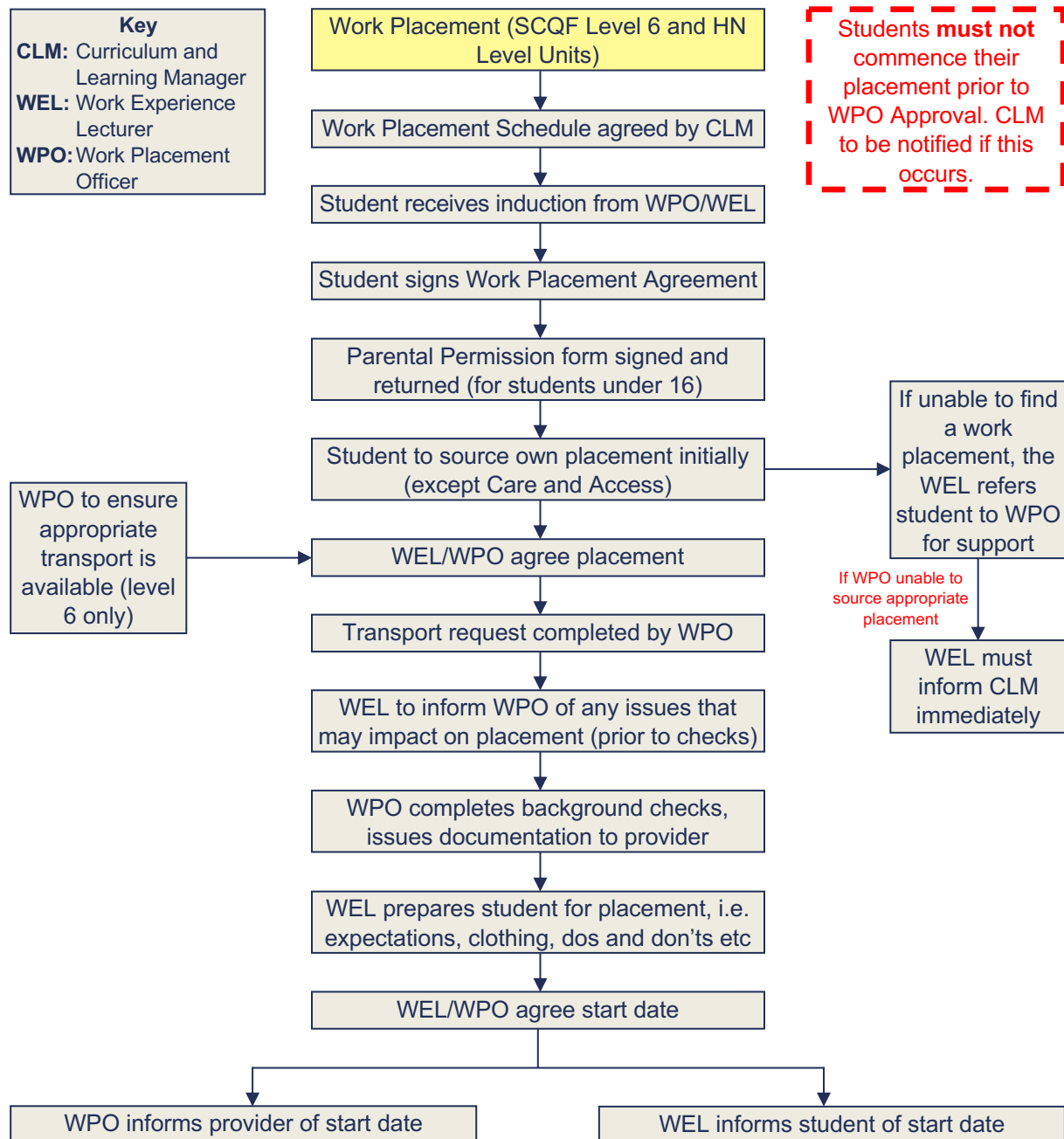
- 3.1 The Work Placement Officer will issue a letter of thanks to the Placement Provider.
- 3.2 The Course Tutor/Work Experience Lecturer will record assessments (where appropriate).



## Work Placement Process







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