

WORK EXPERIENCE POLICY AND PROCEDURES

APPROVED BY (ELT) ON (April 2022)

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Harrogate College	X
Keighley College	X
Leeds City College	x
Leeds Conservatoire	

CHANGE CONTROL

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1. WORK EXPERIENCE POLICY AND PROCEDURES - INTRODUCTION

The Further Education (FE) colleges in the Luminate Education Group are committed to developing their students' employability skills and ensuring students are equipped to gain and sustain employment. Work experience is a key component in the process of developing the skills, qualifications and experience necessary in the future workplace.

This policy outlines the colleges' approach to work experience. It covers all provision types and curriculum areas in the colleges.

All students on Study Programme, and from 2021/22 T-Level qualifications, must undertake genuine and meaningful work experience activities. 14+ Academy students will undertake work experience in both Years 10 and 11. Ideally this will be an external work placement or for T-Level qualification, an industry placement. If a student is not ready to complete a work experience placement they may undertake a virtual work experience activity, work taster, social action project, enterprise activity, simulated work environment or an internal work placement.

These are preparatory activities to prepare these students for external placements. Virtual work experience activities are also an appropriate alternative should external work experience activities not be feasible due to government restrictions and changes in working practices caused by factors such as pandemics.

2. PLANNING AND MONITORING

In the current economic climate and for the longer term it is important that students have the opportunity to develop the employability skills demanded by employers; relevant work experience opportunities for students will go some way to meet this end. This policy seeks to provide a high-quality vehicle for students to develop those skills.

Work experience will be:

- in compliance with the ESFA and OFSTED requirements
- aligned with the National Careers Strategy and Gatsby Benchmarks
- available to all students where appropriate
- vocationally relevant and meaningful to students' programmes of study or intended destination
- assessed as safe from both a health and safety and safeguarding perspective
- monitored and supported by appropriate curriculum-based staff
- integrated into the course scheme of learning and to the individual Study Programme
- subject to appropriate student preparation and induction
- contributing to an enterprise culture in the curriculum
- subject to standardised paperwork, recording and quality standards

The FE Colleges in the Luminate Education Group are committed to ensuring that provision of a work experience opportunity is beneficial and rewarding to employers.

The FE Colleges in the Luminate Education Group are committed to ensuring that students on a work placement perform and conduct themselves in an acceptable manner and reserves the right to refuse or withdraw a work experience opportunity where a student is not behaving to acceptable standards.

Students will be required to undertake DBS checks where this is a requirement of the place of work.

3. ASSOCIATED INFORMATION AND GUIDANCE

- Safeguarding Policy
- Health and Safety Policy
- Teaching, Learning and Assessment Policy
- Pro-Engage guidelines
- Careers, Education, Information and Guidance (CEIAG) Policy
- Department for Education: 16 to 19 study programmes
- National Careers Strategy

4. PLANNING & MONITORING

4.1 Planning

- The Head of Careers, Work Experience and Progression will circulate a careers and work experience plan to each curriculum head of department prior to the start of each academic year
- Curriculum heads of department will identify a suitable member/s of staff to complete the plan, which will identify the type of work experience activity planned for each study programme course within their department
- The Head of Careers, Work Experience & Progression will liaise with curriculum heads of department to identify which courses, and projected number of students, the central work experience team will coordinate placements for (and/or the central industry placement team where appropriate). Curriculum heads of department will submit these figures via the business planning process

4.2 Monitoring

- The Head of Careers, Work Experience & Progression is responsible for:
 - ensuring that this policy is effectively and safely implemented
 - ensuring standardised documentation to evidence work experience is developed and disseminated
 - presenting work experience statistics to the Executive Leadership Team (ELT) on a quarterly basis via the performance review process
 - Planned work experience will be monitored through departmental careers and work experience plans
 - Completed work experience will be monitored through the central work experience team's placement spreadsheets and Navigate or Pro-Monitor work experience logs (where Navigate is not used i.e. 14-16 and 6th Form)
- IOSH qualified staff (either from the central work experience team or curriculum departments) will carry out health & safety checks of employers hosting work placements. This includes confirmation that the employer complies with the Equality Act 2010
- The central work experience team will seek student and employer feedback via Navigate (or Google evaluation forms where Navigate is not used)
- The quality of placements will be gauged through student, employer and curriculum feedback and student work experience logs. The evaluation of which will identify strengths and areas for improvement, measure compliance to study programme and Ofsted requirements including how the needs of students with special educational needs and disabilities (SEND) are met
- Industry placements will be of high quality and will meet the gov.uk framework - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/648193/guide_to_the_key_responsibilities_and_delivery_of_work_placements.pdf. The quality of placement will be reviewed at the Mid and End review ensuring the placement maintains a quality placement by the industry placement team.

- Implementation of Student Life policies is overseen by the Director of Student Life

5. DEFINITION OF WORK EXPERIENCE ACTIVITIES

5.1 External work placements

An external work placement is a period of supervised work, where students have the opportunity to experience working in a specific role with a company. Placements can be co-ordinated by the centralised work experience team or curriculum staff. College staff liaise directly with employers to establish what placement pattern they can offer, for how long and for how many students. An external placement is usually undertaken as a one- or two-week block, or as one day a week over several weeks.

5.2 Industry placements

An industry placement is a high-quality longer-term work placement lasting between 45 - 60 days. Students will have defined roles and responsibilities in their placement set by their employers and these should be closely aligned to their qualification and career ambitions. Placements should be with one placement employer or, where occupationally relevant, with two employers to ensure a meaningful insightful placement can be delivered. Placements should be sourced via the central business engagement team within the Careers, Work Experience and Progression department. Students can find their own placement but these must be VET checked via the central business engagement team who can deem if the placement is suitable. Placements will be of high quality with employers committed to the development of the student taking part in regular reviews and feedback. The model of placement can be flexible throughout the year and be completed by a mix of both days per week and block weeks. Students will have access to industry support officers who can offer support before, during and end of placement. Industry placements have mandatory review points; these are mid-point review and end point review. These provide an opportunity to review the students' progress against targets set at the start of placement. These should be a 3-way review between student, employer and curriculum representative. Industry placements will be a mandatory element of the T-level qualifications launching at the Luminate FE colleges from September 2021. In preparation for the T-levels, industry placements are being trialled through the Capacity Development Fund (CDF). Industry placements as part of the CDF are in addition to study programme work experience requirements.

5.3 Virtual work experience activities

The work experience team has created a Virtual Work Experience Google Site, that lists a number of virtual opportunities available to students, organised by industry sector. If a student does not have an actual placement they can complete a range of virtual opportunities from the site, these may include virtual tours of workplaces, live speaker sessions, pre-recorded videos and modules to complete, project briefs and CV, and interview practice and tips. A bespoke week can be organised for students/groups by the assigned work experience coordinator, or students can complete a range of activities independently.

5.4 Work tasters

A work taster is an observation of the daily routine of an employee in an external company, usually accompanied by 'interviews' with the employee to discover more about his/her role. Alternatively, it is a period of time (less than half a day typically) in which students are exposed to working life with an employer. The day may include team building, role play, undertaking certain functional tasks. These days are attended by students in small groups, accompanied by curriculum staff.

5.5 Simulated work environment

A simulated work environment involves an employer setting a work brief for a group of students. The employer can set the brief face-to-face, either by the students visiting the workplace or the employer visiting college. Alternatively, the brief can be set virtually. The students then

undertake the work brief at college or at home and present their work back to the employer, either face to face or virtually.

5.6 Social action project

Social action projects involve young people taking practical action in the service of others to create positive change. In a work experience context social action can take the form of young people honing their work-related skills and behaviours to have a positive community impact. Activities which form part of the project can include volunteering, campaigning, fundraising, mentoring, in which the activity has a 'double benefit' to both the young people participating and the community they are serving.

5.7 Internal work placement

An internal placement is a work placement offered to students by one of the departments within college, such as HR or Marketing. The department offering the placement will determine what placement pattern they can offer and will interview students who have been put forward. An internal placement is usually undertaken as a one or two week block, or as one day a week over several weeks.

5.8 Enterprise activity

An enterprise activity involves either an individual student or a group of students setting up and running a student enterprise utilising the skills they are developing on their course. For example, Photography students could offer photoshoot sessions to staff and fellow students.

6. ROLES AND RESPONSIBILITIES

The following roles and responsibilities apply to all work experience activity types:

- Where a department is using the services of the centralised work experience and/or industry placement team, the team will:
 - source work experience opportunities which are suitable for student aptitudes, skills and abilities
 - ensure students, curriculum staff and employers receive the necessary information for the type of work experience activity arranged
 - ensure that a health & safety risk assessment has been undertaken by an IOSH qualified team member for all relevant work experience activity types, whether the work experience/industry placement team has sourced the opportunity or the student has found their own. This includes ensuring that the employer confirms that they comply with the Equality Act 2010
 - liaise with curriculum staff to ensure that employers are aware of any additional needs and that reasonable adjustments are made where necessary
 - ensure that all necessary and appropriate documentation is completed, including Pro Engage and Navigate records
 - ensure that there is a contact point at all times for students during their work experience activity
 - provide support for any student experiencing difficulties during their work experience activity, in conjunction with their tutor
 - facilitate the evaluation of work experience, both from the student and employer perspective at the end of each academic year
 - advise the health and safety team of any accidents
 - report any safeguarding concerns to the safeguarding team (see Luminate Safeguarding Children and Adults Policy for reporting procedure)
 - Where a department decides to co-ordinate their own work experience, curriculum staff are responsible for the tasks above
- Curriculum staff will:
 - identify the preferred timings, patterns and content of work experience as part of curriculum planning and assessment

- co-ordinate and administer any necessary DBS checking and parental / student consent paperwork (with the support of the administration team)
- ensure that students are suitably “work ready” for the work experience activity being arranged
- undertake pregnancy risk assessments where appropriate
- liaise with the work experience team and employer to ensure that any reasonable adjustments required are put in place
- ensure students who are entitled to free college meals and support with travel to college costs have access to supermarket vouchers and travel cost support for their placement days
- liaise with employers and students in relation to the particular situation where an employer and/or a student has an issue about the placement activity. The initial information about a ‘problem’ situation is likely to come from the work experience team as the first point of contact for employers
- visit students at the workplace if the work experience activity lasts for one week or longer, or call if a visit is not feasible
- ensure students complete the placement checklist, add journal entries (including recording attendance), and submit feedback on Navigate
- Employers will:
 - provide a safe and appropriate environment in which the student can experience work, including making reasonable adjustments required for students with additional needs
 - ensure a young person’s risk assessment is in place for students under the age of 18
 - ensure students are managed under the direction of a supervisor
 - inform the work experience team or tutor if the student does not attend, or if they have any concerns regarding the student
 - confirm attendance and provide feedback via Navigate
 - be asked to provide feedback to the college about the standard of service offered by the FE colleges in the Luminare Education Group via a Google Form
 - report to the work experience team any accident where a student has been injured whilst at the workplace
- Students will:
 - Follow the application process set out for the work experience activity they are undertaking
 - Behave appropriately in the workplace
 - Notify the employer, tutor and work experience team in the event of absence for any reason
 - Complete the placement checklist, add journal entries (including recording attendance), and submit feedback on Navigate

For a more detailed breakdown of roles and responsibilities for each type of work experience activity, please see the supporting document: ‘Work Experience Activities - Roles & Responsibilities’

7. REVIEW

Always set out when and by whom the policy is to be reviewed. The group (college) reserve the right to review the policy at any time.