**Work Placement/Work Experience Policy**

In accordance with CECOS College mission, we aim to prepare our students for meaningful careers through the provision of outstanding technical, and professional programmes of study. Work experience and work placements are, in many cases, essential to the development of appropriate skills and knowledge as part of a professional programme, for example, the Diploma in Education and Training. Work experience is normally linked to the sector and qualification learning aims and outcomes and should add value to the overall student learning experience.

The policy is not intended to cover learning outside the College that is not a planned part of a programme such as part‐time, term‐time or holiday work/work experience that a student arranges for themselves. Additionally, this policy it does not include students who have suspended their studies to undertake a period of time in employment.

**1. Aims of work experience and work placements**

The programme teams, supported by course administrators are responsible for managing all work placements. The policy aims to:

1. Ensure all staff and relevant stakeholders are aware of the work experience/placement procedures and requirements which should ensure that students are well supported.
2. Ensure compliance requirements are adhered to, especially in areas which require DBS checks ahead of placements including school and care settings.
3. Provide clear and robust tracking and monitoring criteria so providing a well-structured experience across all relevant areas of provision.
4. Provide clear lines of communication and a standardised approach to all work placement organisation and monitoring.
5. Provide clear guidance anon the expectations and responsibilities for the preparation, supervision and assessment of work placements.

The policy is informed by the Health and Safety Executive (‘HSE’) guidance on the provision of work placement opportunities for young people: Young People and Work Placement.

The procedures for work placement are intended to ensure that work placement is delivered to a high standard, so that students are safe. Placements need to be meaningful to achieve good learning outcomes, ensuring learners enjoy their time in the workplace. It is expected that everyone involved in organising, supporting and delivering work placements should adhere to these procedures.

The College’s work experience employer partner has responsibility for ensuring that all work placements have a valid risk assessment completed before a student attends their work placement. Employers will already be managing the risks in their workplaces and are best placed to assess whether or not any additional measures need to be taken for the student who is undertaking their work placement with them.

**2. Work Placement**

The work placement/work experience policy and associated procedures apply to all students whose programmes cater for or have a built-in work placement requirement. The management of work placements is informed by:

1. Health and Safety at Work Act 1974
2. Management of Health and Safety at Work Regulations 1999
3. Education Act 2002
4. Safeguarding Vulnerable Groups Act 2006
5. Working Together to Safeguard Children 2015
6. Keeping Children Safe in Education 2018
7. Ofsted Safeguarding children and young people and young vulnerable adults’ policy 2015
8. Every Child Matters Framework 2008
9. Quality Standard for Work Placement (DCSF) 2009

Ensuring healthy and safe placements relies on close co-operation between employers, visiting tutors, work-based supervisors and students. Once students are on work placement, they are regarded as employees. This means that the employer has the same duty of care towards them as any other member of their staff. Equally students have the same responsibilities as any other employee, including compliance with the employer’s health and safety rules.

**3. Principles**

Work experience is a compulsory element of a number of programmes.

1. For higher education programmes, students are often encouraged to identify their own placements, but in all cases these must be approved by the Programme Manager.
2. Review of the suitability of a workplace is a critical element of the work placement procedures. An appropriate Risk Assessment needs to be completed.
3. Action on any point of concern should be timely and appropriate and written records should be kept. Following checklist requirements and appropriate health and safety briefings, should ensure that the student can undertake their work placement safely and effectively.
4. Work placements must be relevant to the student’s programme of study and their career aims.
5. DBS checks are mandatory for all placements within settings with children and in Health Care sector settings.

The purpose of this policy is to set out the principles and processes which apply to the development, delivery and monitoring of placement learning. Application of this framework ensures that the College will operate robust processes to ensure its ultimate responsibility for the quality of its educational offer.

**4. Approval of Placements**

Each placement setting must be approved as appropriate to meet the needs of the student. The Placement Agreement Form (Annex A) provides a template to ensure that all the relevant matters are considered in advance of students commencing a placement, though alternative placement approval documents may be used if required by the Awarding Body. For some programmes the requirements of placement settings are defined by the relevant Professional, Statutory or Regulatory Body (PSRB).

An approved placement must provide the following:

1. A defined role or responsibilities within an established organisation.
2. Clear opportunities for the learning outcomes to be achieved.
3. A nominated supervisor and a commitment to regular supervision throughout the placement.
4. Evidence of appropriate health and safety procedures and provision of training and briefing in relation to these.
5. Adequate facilities and resources to support successful undertaking of the placement role.
6. Opportunities to meet the requirements of PSRBs, where appropriate.
7. Employers Liability insurance cover.

Where a new setting for work experience is being utilised, a pre-placement visit may be required as part of the placement approval process, particularly if there are specific concerns about the setting.

**5. Student support, information and guidance**

Students remain the responsibility of the College even when they are on placement. Students should have access to their tutors or Programme Manager to discuss any issues or concerns which arise during their placement. Visits to students on placement should take place where possible, to check on the students’ experience and to liaise with the employer.

**6. Health and Safety and Student Welfare.**

The College has a legal responsibility to ensure as far as it is able to, that students are not exposed to health and safety risks. The College must make reasonable enquiries about the arrangements for health and safety before the student begins their placement. The duty of care remains in place when students are on placement.

The tutor or Programme Manager or other members of staff who may visit students on placement, are not expected to be experts in health and safety. However, they should be aware of, and understand the importance of health and safety monitoring.

**7. Working with placement providers.**

The College should provide adequate support to Placement Providers. The use of the Placement Agreement Form helps to define the scope of the placement, the intended learning outcomes and the responsibilities of each party. Further information provided and as a minimum this might include:

* General programme information about the employer and the placement;
* Processes for communicating issues with regard to student performance or other concerns;
* Expectations for when Academic Supervisors, or other staff, visit students on placement;
* Any requirements for recording student attendance;
* The extent and limitations of the student role, the level of skill and experience of the student;
* Suggestions for strategies that might be used to facilitate placement learning;
* Full details of any training that is required to participate in the assessment of the student and the relevant Assessment Regulations, where appropriate.

**8. Monitoring of students**

The College must ensure that systems are in place to monitor all student whilst they are on placement, and to maintain accurate records of placements. Placement supervisors must inform the College Programme Manager or allocated tutor when a student is absent from their placement without prior notification or agreement, or if they have any concerns about the student’s attendance and behaviour.

**9. Student feedback**

Arrangements must be made at programme level for students to provide feedback on their placement experience. This may take place through focus groups, end of placement surveys or end of module surveys. Where concerns or issues are identified, these should be addressed through programme action plans and progress on issues reported back to students.

**10. Annual monitoring**

Work placements are work experience should be included as part of annual monitoring reports and include data on the number and nature of student placements and analysis of feedback. The monitoring and evaluation process should include reflection on:

* The availability of suitable placements and management of placements;
* The success of placements in enabling student to meet their learning outcomes;
* The quality of support provided to students both before and during their placements;
* Student performance and success rates linked to placements;
* Identification of examples of good practice.

**11. Early termination of a placement.**

Where a student terminates their placement early, this must be notified to the tutor and Programme Manager, and any concerns identified and considered carefully, as early termination may have serious implications for a student’s ability to complete their programme. Where placements are terminated for medical or personal reasons, it may be necessary for student to interrupt their studies, including the work placement. In this event the College will advise and assist the student to identify alternative ways of meeting the work-related learning requirements.

**12. Complaints linked to placements**

Complaints about placements may relate to issues which are under the control of the College or more properly are under the control of the placement provider. In all cases complaints should be raised using the Students Complaints Policy and procedures and these will be followed up in line with the policy protocols.

**Annex A**

**Placement Identification and Approval Form**

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| **Student Details** |
| Name: |  | Student Number: |  |
| Phone: |  | Email |  |
| Programme of study |  |
| Year of study |  |

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| **College Placement Organiser** |
| Name: |  | Job title: |  |
| Phone: |  | Email: |  |

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| **Placement Provider Details** |
| Placement organisation name |  |
| Key contact (normally the placement supervisor or manager | Name |  |
| Job title |  |
| Phone |  |
| Email |  |
| Placement Address |  |

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| Placement Details |
| Type of organisation  |  |
| Placement role |  |
| Range of duties |  |
| Hours of work |  |
| Arrangements for supervision in the workplace |  |
| Proposed start date |  |
| Duration of placement (including number of days or hours to be completed) |  |
| Key placement objectives |  |
| Confirmation of previous visit or pre-visit to placement |  |
| Details of any credit linked to the placement |  |
| Relevant learning outcomes  |  |
| Outline of assessment linked to placement learning outcomes.  |  |

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| **Health and Safety** |
| Has a placement Health and Safety survey or questionnaire been completed satisfactorily? |  |
| What if any specialist training is needed for the student to complete the placement? |  |
| Has provision been made to brief the student on health and safety requirements? |  |

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| **Terms and conditions.** |
| *This section outlines the responsibilities of each party involved in the provision of professional and broader work placements. A mutual understanding of and commitment to these expectations is important to ensure a safe and high quality experience that benefits both the placement provider and the student.* |
| **CECOS College London is expected to:** |
| * Manage placement activity in line with published policies/procedures in order to maintain proper duty of care for registered students during all learning activities.
* Provide full briefing and advice to students and placement providers before, after and during placement activities. This will include any requirements for monitoring student attendance.
* Ensure that all placements fully comply with health and safety and risk assessment requirements and that students are fully briefed about their general responsibilities in relation to this.
* Assign a member of staff at the College with responsibility for operational oversight of the placement and regular communication with the student.
* Assign an academic member of staff to take oversight of the student with regard to any academic and/or assessment issues. This member of staff will normally conduct any required placement visits.
* Provide full briefing of the College’s expectations and procedures where any aspect of the placement will be assessed, especially where a placement provider will be asked to contribute to that assessment.
* Provide specialist advice and guidance for students with additional support needs.
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| **The Employer/work placement provider is expect to:** |
| * Complete and sign all relevant parts of this agreement
* Provide a clear description of the placement role and responsibilities.
* Be committed to delivering the placement opportunity for the duration of time specified.
* Nominate a placement supervisor for day‐to‐day supervision and support of the student in the workplace.
* Provide training for the student on how to carry out the role safely.
* Provide the student with a full induction to the organisation, its working practices, code of conduct and other relevant policies.
* Ensure a safe working environment which conforms to applicable health and safety legislation.
* Provide health and safety risk assessments(s) on activities which the student will be undertaking or details of how they will go about practically controlling the health and safety hazards in their workplace.
* Provide appropriate liability and insurance cover.
* Inform the College if a student is absent from their placement for more than 48 hours.
* Maintain contact with the College and advise the College of any concerns relating to student attendance and engagement, breach of discipline, health and safety incidents, accidents or support issues
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| **The student is expected to:** |
| * Attend all briefing sessions offered by the College and the Placement Provider and familiarise themselves with any information provided before or during the placement.
* Abide by all rules regarding health and safety requirements, codes of conduct, the Data Protection Act, patient/client confidentiality conventions and other policies and procedures of the Placement Provider.
* Take professional responsibility for his/her work, maintain confidentiality and behave as an ambassador for the College and Placement Provider.
* Complete all assessments and attend any briefing sessions that are required as part of the placement.
* Maintain contact with the College and to immediately notify the College, in advance, of any matter which might affect him/her and the undertaking of the placement including any special health or medical requirements.
* Keep the College informed of any changes, issues or incidents which arise in connection with the placement.
* Immediately report any concerns about health and safety at their placement to the Placement Provider and to the College.
* Provide feedback on their experience of the placement to the College
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| **Declaration by all parties.**I confirm that I have read, understood and agree to the above expectations and responsibilities |
|  | **Name**  | **Signature** | **Date** |
| **Student** |  |  |  |
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| **Provider manager** |  |  |  |
|  |  |  |  |
| **College nominee** |  |  |  |
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