

## WORK EXPERIENCE POLICY



<b>Document owner</b>	SLT
<b>Review frequency</b>	Annually
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<b>Linked documents</b>	Appendix 1 Procedures Appendix 2 Forms Appendix 3 List of Resources
<b>Final approval body</b>	SLT
<b>Equality Impact Assessment</b>	Form A completed. Form B not required
<b>Document owner</b>	

<b>Equality and Diversity</b>	All employees and learners will be treated equally under this Policy. Due regard will be paid to any special circumstances and learners and employees will not be discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. In cases where the situation cannot be resolved, the school will no longer use the Provider or Placement, and explain to them why this action has been taken.
<b>Impact Assessment</b>	This policy has undergone an Equality Impact Assessment (EQIA). This process considered the discriminatory or negative consequences for a particular group or sector of the community on the grounds of race, disability, gender, age, religion and belief and sexual orientation. The outcome of this EQIA is that there are no negative consequences in the case of this policy.
<b>Purpose</b>	<p>The aim of Work Experience and Work Based Learning is to provide students with practical awareness and skills in the economic community supported by theory and principles delivered by the school. The overall objective is to enable the learner to achieve a relevant qualification and an understanding of how industrial, commercial, service and public organisation's function. Specific objectives include:</p> <ul style="list-style-type: none"> <li>• Enhanced opportunities for competence-based assessment.</li> <li>• An appreciation of the challenges and rewards of employment.</li> <li>• Contributions to planning and decision making in relation to career opportunities.</li> <li>• Awareness of the relevance of courses/subjects and qualifications to the work situation.</li> <li>• Fulfilment of specific course related requirements</li> <li>• The development of personal and social skills.</li> <li>• An awareness of equal opportunities and stereotyping.</li> </ul> <p>Because student education is occurring off-school premises, additional controls are required to ensure that the school educational and legal responsibilities are still met. This policy</p>

	<p>provides such guidance. All reasonable care will be taken to ensure that the following statutory requirements are addressed.</p> <ul style="list-style-type: none"> <li>• health and safety</li> <li>• insurance</li> <li>• equal opportunity</li> <li>• equality and diversity</li> <li>• safeguarding</li> <li>• curriculum requirements</li> </ul> <p>In all cases, the intended learning outcomes of placements and employment enhance education should be negotiated between the tutor, the student and the employer. The intended learning outcomes should be placed in the student’s file and recorded centrally by the course tutor or work-based assessor. In the case of Work Experience, Students should be matched to available work experience placements in a way that takes into account exactly what an individual will gain from any work experience and how it relates to curriculum requirements. The course tutor must establish intended learning outcomes which take into account:</p> <ol style="list-style-type: none"> <li>1. the needs and interests of the individual student</li> <li>2. the type or placement in relation to curriculum specifications</li> <li>3. the academic framework within which work experience takes place.</li> <li>4. the location of placement in relation to a student’s home</li> <li>5. transport to the placement</li> <li>6. the physical and mental demands of the placement</li> </ol> <p>In the case of Work Based Learning, students will be participating in a program agreed with the Employer to enhance their skills, knowledge and effectiveness in that work environment.</p>
<b>Scope</b>	This policy and procedures relate to all school Students who participate in Work Experience activities and Employer Responsive Programs.

## PROCEDURES

Work Experience (WEX)		Work based Learning (WBL)	
#	Procedure	Relevance	
		WEX	WBL
1	Legal framework	Y	Y
2	Prohibited employments	Y	N
3	Indemnities	Y	Y
4	Medical information	Y	N
5	Placements not in immediate area of college	Y	Y
6	Overseas placements	Y	N
7	Work Experience taking place in college vacation time	Y	N
8	Staff using own cars to visit students on placement	Y	N
9	Financial support	Y	N
10	Insurance	Y	Y
11	Safeguarding	Y	Y
12	Working time regulations	Y	Y
13	Health and safety	Y	Y
14	Monitoring and evaluation	Y	Y
15	Responsibilities	Y	Y

### 1. LEGAL FRAMEWORK

The employer is responsible for the health and safety of students and employees whilst participating in work experience or work-based learning. Education providers must satisfy themselves that an employer has assessed the associated risks to workers, particularly those under 18, on their premises and has put in place measures to mitigate these risks. The nature of the risk assessment will depend on the type of work environment. Depending on the degree of risk associated with the activity, assurance can be gained through a conversation with the employer rather than a physical inspection or requiring the employer to complete lengthy forms.

There should be no requirement for a separate risk assessment for students where an employer already employs young workers under 18, as the risks should already have been considered. Where they are the first young worker an employer takes on (or the first for some years), the employer should review their existing assessment. For some higher-risk environments, the employer will need to consider specific factors where relevant – these are described in HSE guidance.

*In the rare case where an accident to a student may occur on an employer's premises, the employer may be liable if the school has already taken steps to satisfy themselves that the employer has put in place measures to manage the associated risks in their workplace, **prior** to commencement of the placement or program. \**

Consequently, it is incumbent on the school through the Tutor or Workplace Assessor to establish that the student will be working in a safe and controlled environment **prior** to commencement of the placement or program.

*The Health and Safety at Work Act 1974 has been amended so that a civil action for breach of health and safety legislation may only be brought where it has been proved that the employer has been negligent. The provision covers all those in the workplace - including work experience placements, interns, apprentices, and volunteers in workplaces and where there is paid employment. \**

\*Taken from: Post-16 work experience as a part of 16 to 19 study programs. Department for Education advice for post-16 education and training providers October 2013

## **2. PROHIBITED EMPLOYMENTS**

Work experience placements at sea will not be approved, except on estuaries and local inshore waters and these will only be approved after considering the risks associated with the placement. Students should not be placed into:

- certain work using radioactive substances and manipulating red light vitreous enameling on metal or glass blasting,
- asbestos manufacture,
- certain chemical processes,
- chromium plating,
- rubber manufacture,
- certain occupations involving lead processes.
- locomotive driving and the driving of cranes in docks
- work in agriculture which may cause injury through handling heavy weights, and which may involve handling poisonous substances.
- work in mines and quarries.
- work in betting and gaming.
- cleaning of machinery in motion
- work with circular saws.
- work on any sea going ship or boat.

- work in or in connection with the sale of intoxicating liquors, except in places where such liquors are sold exclusively in sealed vessels and provided that such sales are supervised by the license holder or an adult on his/her behalf.
- work on ladders is prohibited above 2 meters high.
- work on roofs.

Special dispensation may be given to uniformed organisations where proper instruction and training has been given. Students should not handle certain machinery unless fully instructed in accordance with regulatory body or HSE guidance and should be under constant close supervision. Such machinery includes:

- hand or power operated guillotines and platter grinders,
- power operation brick and tile presses
- dough brakes and mixers
- warm pressure extruders
- hydro extractors
- washing machines and presses in laundries.
- meat mincers
- milling machines
- hydraulic and pneumatic presses
- semi-automated wood turning lathes.
- wire stitchers and loose knife punchers

Areas of prohibition for students on work experience which have been highlighted - identified in the HSE publication "Young People at Work":

- work "which is beyond their physical or psychological capacity."
- work involving harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child, or which in any other way chronically affect human health.
- work involving "harmful exposure to radiation."
- work involving the risk of accidents, which will not be recognised or avoided by young people because of their carelessness or lack of experience or training.
- work involving risk to health from extreme heat or cold.
- work involving risk to health from vibration.
- work involving risks to health from noise.

Students seeking placements in Agriculture and Construction must have specialist health and safety briefing/training prior to undertaking a placement. Should the student not attend such additional training, their placement will not be approved.

3.	<p><b>INDEMNITIES</b></p> <p>Staff should not independently sign any form of indemnity without first referring it to the school who in turn may need to take legal/insurance advice. Some employers may ask for indemnities to be signed. The responsibility for the day-to-day supervision of the student must remain with the company and cannot be transferred through an indemnity.</p>																
4.	<p><b>MEDICAL INFORMATION</b></p> <p>Medical information is confidential. Issues, and prior to disclosure, consent must be obtained from both student and parent. A list of some of the more common health defects, which have occupational significance, is listed below:</p> <table border="0" data-bbox="165 837 1490 2092"> <thead> <tr> <th data-bbox="165 837 699 869"><b>Health Condition:</b></th> <th data-bbox="699 837 1490 869"><b>Therefore Avoid:</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="165 898 699 965">i Hernia, slipped disc, defects to or lack of limbs, heart or lung difficulties</td> <td data-bbox="699 898 1490 965">Heavy manual work or heavy lifting (e.g., warehouse, building, transport)</td> </tr> <tr> <td data-bbox="165 1055 699 1122">ii Asthma, chronic bronchitis, respiratory allergies, throat, eye or ear infections</td> <td data-bbox="699 1055 1490 1245">Work involving exposure to dust and fumes (e.g., brick or clay works, box making, chemical processing, horticulture, farming, painting) working with animals</td> </tr> <tr> <td data-bbox="165 1335 699 1402">iii Chest complaints, rheumatism, spinal deformity</td> <td data-bbox="699 1335 1490 1424">Work demanding continual exposure to weather (e.g., farming, building)</td> </tr> <tr> <td data-bbox="165 1514 699 1626">iv Uncontrolled vertigo, uncontrolled epilepsy, substantial hearing defects, spasticity of moderate severity</td> <td data-bbox="699 1514 1490 1581">Working at heights or near unguarded machinery in action (e.g., factories, building)</td> </tr> <tr> <td data-bbox="165 1715 699 1783">v Chronic eye infections, migraine, serious eye defects.</td> <td data-bbox="699 1715 1490 1738">Work requiring fine or accurate vision.</td> </tr> <tr> <td data-bbox="165 1872 699 1939">vi Substantial colour vision defects on wire selection testing</td> <td data-bbox="699 1872 1490 1962">Work requiring normal colour vision. (e.g., electrical, transport)</td> </tr> <tr> <td data-bbox="165 1984 699 2007">vii Severe skin complaints, allergies</td> <td data-bbox="699 1984 1490 2074">Work with high dermatitis hazard (e.g., work which is greasy, chemicals)</td> </tr> </tbody> </table>	<b>Health Condition:</b>	<b>Therefore Avoid:</b>	i Hernia, slipped disc, defects to or lack of limbs, heart or lung difficulties	Heavy manual work or heavy lifting (e.g., warehouse, building, transport)	ii Asthma, chronic bronchitis, respiratory allergies, throat, eye or ear infections	Work involving exposure to dust and fumes (e.g., brick or clay works, box making, chemical processing, horticulture, farming, painting) working with animals	iii Chest complaints, rheumatism, spinal deformity	Work demanding continual exposure to weather (e.g., farming, building)	iv Uncontrolled vertigo, uncontrolled epilepsy, substantial hearing defects, spasticity of moderate severity	Working at heights or near unguarded machinery in action (e.g., factories, building)	v Chronic eye infections, migraine, serious eye defects.	Work requiring fine or accurate vision.	vi Substantial colour vision defects on wire selection testing	Work requiring normal colour vision. (e.g., electrical, transport)	vii Severe skin complaints, allergies	Work with high dermatitis hazard (e.g., work which is greasy, chemicals)
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	<p>viii Substantial hearing defects                      Work requiring normal hearing. (e.g., any with mobile machinery)</p> <p>ix Contagious or infectious diseases, skin complaints, eye or ear infections                      Work involving handling or preparation of food (e.g., catering or food shops), working with animals</p> <p>It should be noted that this list is by no means exhaustive but indicates some of the more common health problems which have occupational significance and is intended as a guide when approving/confirming placements. Each case should be treated individually.</p>
5.	<p><b>PLACEMENTS NOT IN THE IMMEDIATE AREA OF THE school</b></p> <p>Potential placements outside a radius of 50 miles from school but within the UK should be agreed with the appropriate Senior Manager prior to the establishment of such a placement. Placement or a program of this nature will require different monitoring, and this must be agreed in writing by that Senior Manager.</p> <p>Once the use of a placement or program of this type is approved then a Health and Safety check must be undertaken as for all placements. If the placement activity is deemed high risk a WP1A can be used to establish that risks are suitably controlled, and this should be sent to the potential placement provider to complete.</p> <p>When this form is returned it should be reviewed by the appropriate Curriculum Area Manager or Work Based learning Coordinator and the Tutor/Assessor managing the placement and any queries dealt with by telephone. The final completed form for that provider should be forwarded to the Health and Safety Advisor or Estates Manager. The use of WP1A for a high-risk placement must be approved by the Health and Safety Advisor/ Estates Manager prior to commencement.</p>
6.	<p>A guide and summary of the correct procedures and forms to use for work experience for full-time students is provided in the NSC document WE Handbook for Staff.</p>
7.	<p><b>WORK EXPERIENCE OUTSIDE TERM TIME</b></p> <p>All students are visited on placement. There are facilities during term time to respond to any issues that could arise whilst a student is on placement, including emergencies. Such cover is not available during holidays and at weekends, therefore placements during these times must be negotiated with the Manager and the appropriate Senior Manager. Such work experience may not be approved.</p>

<b>8.</b>	<p><b>STAFF USING THEIR OWN CAR TO VISIT STUDENTS ON PLACEMENT</b></p> <p>Staff should ensure that they have the correct business use insurance if they use their own transport to visit students on placement.</p>
<b>9.</b>	<p><b>FINANCIAL SUPPORT</b></p> <p>When students are required to attend a placement for work experience as part of their course of studies the School Funds will be used to assist students who may have difficulties meeting the cost of the travelling expenses incurred</p>
<b>10</b>	<p><b>INSURANCE</b></p> <p>The school will take all reasonable care that all students on work placement are adequately covered by ensuring that the employer has current Employer Liability Insurance. As part of the government's Red Tape Challenge, ministers have written to employers confirming that the insurance industry has committed to treat work experience students as employees so that they will be covered by existing Employers' Liability Compulsory Insurance policies. If an employer has Employers' Liability Compulsory Insurance cover already, they do not need to buy additional cover.</p> <p>Placements with employers who do not have Employer Liability cover cannot be approved and supported by the school except where the employer is its own insurer, e.g., Crown and government departments. Where other employers declare that they underwrite their own liabilities, specialist advice from the schools' insurers should be sought.</p> <p>Employers should notify their insurers that they host work experience students and communicate further with their insurers if work placements are substantially longer than two weeks thus ensuring that their Public and Employer Liability Policies are not invalidated by the employer's non-disclosure of this fact. It is the responsibility of the Placement Organiser to make employers aware of this need. The school will take all reasonable care that all students on work experience placement are adequately covered by ensuring that:</p> <ol style="list-style-type: none"> <li>1. the provider of a placement has Employer Liability Insurance (Details to be entered onto form PRA)</li> <li>1. insurance is in operation during the full duration of the student's placement, i.e., the expiry date needs to be checked and recorded.</li> </ol> <p>Individual students may wish to organise their own personal accident insurance in addition to that provided by the school. Where students are required to travel whilst on placement (e.g., in vans, lorries etc.) steps should be taken to ensure that adequate insurance is in place that takes account of the student's activities.</p>



11	<p><b>SAFEGUARDING</b></p> <p><b>WEX &amp; WBL Students:</b></p> <p>Care should be taken to ensure that all aspects of Safeguarding are addressed prior to a student attending a work placement.</p> <p><b>WEX Students:</b></p> <p>To assist this process an initial Placement Risk Assessment (PRA) should be undertaken for Work Experience students.</p> <p><b>WEX Students:</b></p> <p>From July 2012 providers are no longer required to carry out enhanced Disclosure and Barring Services checks on employers/staff supervising young people aged 16-17 on Work Experience.</p>

	<p><b>WEX &amp; WBL Students:</b></p> <p>Students who are entering placements where there is substantial unsupervised contact with children and/or vulnerable adults will need to be vetted and the necessary checks made by the school on the (DBS) Disclosure and Barring Service. The assessor/lecturer supervising a Work Experience placement must ensure that a DBS check is in place for the student as appropriate. In the case of Work Based learning Students, it is the responsibility of the employer to arrange DBS checks.</p>
12	<p><b>WORKING TIME REGULATIONS</b></p> <p>The school has a responsibility to be proactive in encouraging employers to ensure young workers do not work over the 8-hour day and 40-hour week both in Work Based Learning and Work Experience.</p>
13	<p><b>HEALTH AND SAFETY</b></p> <p>Health and safety in the workplace are the responsibility of the employer and by extension, the student. Under the provisions of the 'Health and Safety at Work Act 1974', colleges have a duty to ensure that all responsible care is taken in placing students in a safe environment. The Health and Safety Advisor is responsible for ensuring that all matters relating to health and safety on a work experience are addressed and the legislation is complied with. The Deputy Head will:</p> <ul style="list-style-type: none"> <li>• hold a database of Health and Safety assessed placements for the reference of staff involved in organising work experience placements within their areas.</li> </ul>

7. check the completion of all Health and Safety paperwork for all new placement locations – the actual completion will be carried out by curriculum staff responsible for overseeing students on any work placement.
8. provide an information pack explaining the health and safety requirements of a work experience placement.

### **Work Experience Students**

If staff are using a placement not currently approved then contact from curriculum staff must be made to the placement **prior** to placing the student: For employers who are new to taking students on work experience, the placement organiser should talk through what the student will do and any relevant precautions and keep a record of the conversation.

Staff should rely on past and pooled experience by checking the Health and Safety database. Where an employer is known to the school, has a good track record, and the student's needs are no different to those on past placements there is no need for further checks. Staff should ensure that placement providers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account.

Keep checks in proportion to the environment:

- for a low-risk environment, such as an office or shop, **with everyday risks** that will mostly be familiar to the student, simply speaking with any new employer to confirm this should be enough. This can be part of the wider conversation on placement arrangements.
- for **environments with less familiar risks** (e.g., in light assembly or packing facilities), the conversation with the employer prior to the placement commencing should confirm they have adequate arrangements for managing risks. This will need to include induction, supervision, site familiarisation, and any protective equipment that might be needed.
- for a placement in a **higher-risk environment** such as construction, agriculture and manufacturing - Discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed. Remember that although the placement might be in a higher-risk environment, the work the student is doing and the surroundings they are working in may not be, for example it could be in a separate office area. Satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through.

Check that the employer understands about the [specific factors](#) relevant to employing young people. Check that students know how to raise any health and safety concerns. NB Employers with fewer than five employees are not required to hold a written safety policy or risk assessments but still must communicate H&S issues effectively.

It is the responsibility of the member of staff arranging the placement to ensure that placements are approved and that this is recorded (FRM26/WP1). An assessment of the placement should be carried out (PRA) and where required Form WP1A (HASP) or WP1B should be completed prior to

the commencement of a placement and form WP2 (Induction) should be completed on day one of the placement.

**As detailed above, guidance on the procedure and forms to be used, is available in the SS document WE handbook for Staff, from the Intranet.**

### **Work Based Learning Students**

Assessors should:

- complete an Employer Detail and Safety Report and forward this to the WBL Co-Ordinator ***prior*** to processing starts with a new employer.
- Rely on past and pooled experience by checking the College Health and Safety database.
- Check that students know how to raise any health and safety concern.
- Ensure that placements are H&S approved and that the placement check is recorded – Form WP1A (HASP) or WP1B should be completed prior to the commencement of a program.

**NB Employers with fewer than five employees are not required to hold a written safety policy or risk assessments but still must communicate H&S issues effectively.**

## **14 MONITORING AND EVALUATION**

### **Work Experience:**

Records of visits should be kept in the course file and comments made by their supervisors noted. If the placement is over 50 miles from the school or overseas then special arrangements should be in place for the monitoring, agreed by the Senior Manager prior to the commencement of the placement. Form WP3 should be used for recording monitoring.

At the end of each short placement and at appropriate intervals during long placements an Evaluation form should be completed and kept in the course file. Form WP4 should be used for this. Deputy Head will monitor course files annually to ensure compliance.

### **Work Based Learning:**

All students on a work-based learning course should be visited regularly by their assessor. There should be meaningful contact made with the learner every 4 weeks. All visits, feedback and correspondence should be recorded in the diary. All evidence should be uploaded and logged on

SIMS. Any concerns regarding achieving target end dates should be discussed with the Curriculum Area Manager as soon as a concern develops.

## 15 RESPONSIBILITIES

### Work Experience

It is the responsibility of individual members of staff arranging work placements to ensure that this policy is adhered to.

Area Leader have overall responsibility for work experience in their department.

Teachers are responsible for:

- organising work experience for their students under the direction of the Curriculum Area Manager
- initial contact or site visit prior to commencement of a placement and completion of the appropriate documentation including the appropriate level of health and safety check.

Senior leadership and Area Leader are responsible for:

- Ensuring that all work experience procedures have been correctly followed in setting up the placement.
- Ensuring that all documentation is in place prior to any student attending work experience.
- Maintaining an annual record of placements used for work experience within their curriculum areas.

Safety Advisor are responsible for:

- checking Health and Safety arrangements.
- advising lecturers on health and safety issues in the workplace

### Work Based Learning

SLT are responsible for:

- overall responsibility for this provision

WP Coordinator is responsible for

- the day-to-day management of this provision.

Deputy Head and Coordinator are responsible for

- ensuring that the assessors adhere to this policy, carrying out their duties in a timely and professional manner.

WP coordinator is responsible for:

- assessing the H&S standards of the workplace
- monitoring the learner and liaising with the placement
- delivering the qualification to the learner and to ensure the learner achieves their target end date.
- keeping all paperwork accurate and up to date for their learners
- recording all visits and correspondence with the learner/employer on smart assessor
- assessors are responsible for all administration/paperwork in relation to their learners.

Deputy Head is responsible for:

- checking Health and Safety arrangements.
- advising assessors on health and safety issues in the workplace
- updating to SIMS with placement details

1. Relevant tutor to agree potential work placement with student and complete Workplace Planning Form, FRM26/WP1 – downloaded from Teacher server.
2. WP coordinator to ask DH to check the public server database to see if the work placement location is on the database and has current Health and Safety data.
3. WPC to contact the placement prior to commencement of work experience to discuss the nature of the activities the student will undertake and any student needs. If necessary, confirm insurance details and that the policy is current and assess the level of risk using the Placement Risk Assessment – PRA.
4. Using the risk rating to determine if the placement is low or high risk. If there is uncertainty discuss this with the DH.
5. If any of the PRA categories are HIGH a WP1A (HASP) or a WP1B is also required. Each curriculum area will have arrangements to ensure this is completed and there may be designated staff – lecturers.
6. If no categories are HIGH i.e., all are LOW no further risk assessment is required prior to placement commencing.
7. Determine if a DBS check is needed for the student and if so, liaise with BMC HR DPT to obtain a DBS.