

Preparation for Work and Work Experience within Study Programmes Policy 2019-21

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Policy description

This policy sets out how the College approaches preparing students for work and student Work Experience within Study Programmes, either as a non-qualification element or where it is a requirement of the “substantial qualification” (Core Aim), and covers the following key aspects: quality of Work Experience, how Work Experience is funded through Study Programmes, inspection and accountability, planning of Work Experience and the Health and Safety requirements for providers and employers.

Supporting documentation:

- Craven College FE Work Experience Handbook
- <http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

Links to other documentation:

- Work Experience Risk Assessment Guidelines
- DfE16 - 19 Study Programmes Guidance
<https://www.gov.uk/government/publications/16-to-19-study-programmes-guide-for-providers>
- 16 – 19 Study Programme Guidelines

Links to other policies:

- Learning, Teaching and Assessment Strategy
- Enterprise Strategy

1.0 Executive Summary

This policy sets out how the College approaches preparing students for work and student Work Experience within Study Programmes, either as a non-qualification element or where it is a requirement of the 'substantial qualification'.

This policy outlines the rationale behind the introduction of Work Experience within 16 – 19 Study Programmes, describes what constitutes a quality Work Experience, explains how the Work Experience element of the Study Programme is funded, sets out how to ensure that the College meets Ofsted and audit requirements, and looks at planning for Work Experience and at Health and Safety requirements for providers and employers.

All students of Craven College undertaking Study Programmes have an entitlement to be prepared for work and undertake Work Experience. The Craven College entitlement to Work Experience is 30 hours within the planned Study Programme hours. The Study Programme must be tailored to the prior attainment of each individual student, have clear study and/or employment goals reflecting the student's prior attainment.

2.0 Context

Professor Alison Wolf recommended that Study Programmes be introduced to offer students breadth and depth, without limiting their options for future study or work. She suggested that in order to enhance their employability skills, all young people should be able to gain real experience and knowledge of the work place. The College's interpretation of the above is that external Work Experience should form an integral part of 16 to 19 Study Programmes for most students unless there is a clear and documented rationale that has been approved by

the Vice Principal Curriculum and Quality. A meaningful work placement can provide valuable experience of the work environment and help students decide on future careers or study options, as well as demonstrate their potential to future employers or higher education providers.

3.0 Study Programmes

The study programme must be tailored to each student, have clear study and/or employment goals reflecting the student's prior attainment, and include:

- substantial qualifications or extended Work Experience
- maths and English for students who have not achieved grade 9-4 (A*-C) or 9-4 GCSE in these subjects
- high-quality, meaningful Work Experience or work preparation
- added value non-qualification activity that supports the students' goals and is integrated into the study programme
- Planned within the study programme as mandatory external work placement

Planned hours in a study programme are categorised as either qualification (planned learning hours) or non-qualification (planned employability, enrichment and pastoral hours).

In normal circumstances the students would be expected to complete their planned Work Experience within the normal College day/week but in some SSAs such as Catering it is acceptable for there to be work placement time spent outside of the normal college day/week. College.

Work experience of a minimum of **37** hours per year will be a core element and entitlement for all students regardless of level. The normal pattern of working for a full time employee is a 37-hour week, hence the 37 as the minimum entitlement as this better replicates the normal 7-7.5hours working day.

Level three year two students are expected to undertake an Industrial Work Placement of up to 325 hours in order to develop industry relevant skills and to provide a competitive edge for their application for future jobs or university.

Those SSAs in scope for Industrial Work Placements are:

- Art & Design
- Creative Media
- Information Technology/Computing
- Business
- Catering (Level 2)
- Health and Social Care

Additional work placement hours may be planned for a young person and may be a requirement of the vocational qualification or is the core aim of the Study Programme.

3.1 Internal work experience

Training in a simulated work environment can support progression into an external working environment and can be of value for developing employability skills. Wherever possible all young people should have the opportunity to spend 37.5 hours of time within the planned study programme in an external work place. Examples of work preparation may include; working on College sites under the supervision of College staff such as in the LRC or Administration Suite; supporting other learners in classrooms or workshops; working in the College restaurant, working on simulated projects, working to employer briefs for production of products, helping to organise and taking part in amateur dramatic productions or the Business Students taking part in an overseas trip, visiting several businesses.

4.0 High Quality Work Experience

- High quality Work Experience allows young people to experience what it is like to undertake a job supervised by staff who already work in the environment
- Time spent with an employer can help young people develop employability skills, and employers place value on this when they are assessing young people for employment in the future
- High quality Work Experience should be tailored to suit the prior attainment of each student and their career aspiration
- It might also be a requirement of the “substantial qualification” (Core Aim) element of the Study Programme
- It might be the main learning aim for students who are not taking substantial qualifications at Level 2 or Level 3. In this case the Work Experience would be recorded as the core aim in the student's ILR
- Needs of individual students should be assessed in order for suitably relevant and stretching Work Experience to be put in place
- Training in a simulated working environment is not Work Experience. It can be of value and can form part of a student's learning but should support progression into realistic, external Work Experience, rather than replace it
- It might be appropriate for Level one students to work in a simulated working environment rather than undertake real Work Experience as part of their Study Programme. Where it is judged that this is the case, a clear rationale must be drawn up to support that decision, explaining how it further supports progression into realistic, external Work Experience which could occur as they progress to a Level 2 Study Programme. In addition, the rationale must clearly show how general employability skills are developed in the programme, and it must be approved by the Vice Principal for Curriculum and Quality
- Study Programmes at Level 2 and above must routinely include Work Experience and if they do not, a clear and documented rationale must be approved by the Vice Principal for Curriculum and Quality
- Work Experience is not a requirement of the Study Programme if the stated and routine progression from the Study Programme is into Higher Education
- If a student is unable to undertake Work Experience for a reason particular to that individual student, this must be discussed with the Head of School and alternative appropriate arrangements made
- While Work Experience would normally be in the same sector as the Study Programme in order to be relevant to the course, it is recognised that Level one students might gain generic / personal skills across a wider range of Work Experience opportunities, thereby increasing their employability skills. Additionally, some skills, e.g. Customer Service, are a requirement of, for example, both the Hair and the Hospitality sectors. The expectation however is that students, particularly at Level 2 and above, will undertake Work Experience in an environment that is directly relevant to their course
- Where the Work Experience is a component of the Core Aim observations and assessments should be carried out in line with Awarding Organisations requirements and are in addition to these procedures.

4.1 Voluntary work

Voluntary work can provide Work Experience if it takes place outside of the College environment, the student is supervised by staff working for the voluntary organisation and it is organised and monitored by the College.

4.2 Funding Work Experience

Work Experience can be funded either as qualification activity (i.e. an element of the Core Aim) or as non-qualification activity within Study Programmes. EFA guidance sets out what counts as funded planned hours; these are hours that:

- Are directly relevant to the student's Study Programme
- Are planned, explicit in the student's ILP and / or timetable
- Are supervised and / or organised by a member of College staff
- Take place normally within normal working patterns, including 'out of hours' working if the sector demands it e.g. retail, hospitality, agriculture. In exceptional cases, Work Experience may be arranged outside the College's normal working pattern.

Part time paid work, such as evening or Saturday work, **does not** fulfil the role of Work Experience and is not fundable as Work Experience. The actual hours of the student's employment are not to be included in any data returns

Hours counting towards the Study Programme will be categorised as either:

- Planned Core Aim qualification hours
- Planned non-qualification hours. Non-qualification hours can include activities such as employability skills, enrichment, volunteering, enterprise and pastoral activity. The College will be required to indicate on the ILR which hours' band the Work Experience element falls into. Only that which counts as high quality Work Experience, as noted above, should be included and this must be evidenced
- Planned qualification hours where work experience is mandatory to the qualification

As noted above, Voluntary work can also provide Work Experience if it takes place outside of the College environment and the student is supervised by staff working for the voluntary organisation. In order to receive funding for voluntary Work Experience, it must meet the criteria of being arranged by the College, supervised and timetabled within the College's normal working patterns and focus on predetermined outcomes for the student which are linked to the core programme.

Any Work Experience that does not meet the above criteria will not be funded.

4.3 Ofsted and Work Experience

Work Experience will be inspected and reported on as integral part of the inspection of Study Programme provision for 16 – 19 year olds. Learning that takes place on Work Experience should be mapped to the Study Programme.

- Work Experience should contribute to the overall development of the student
- When inspecting Personal Development, Behaviour and Welfare, Inspectors will explore how well the student can and does develop their employability and vocational skills while on Work Experience
- They will also look at how the student can and does develop their personal effectiveness e.g. attendance, punctuality, attitudes, behaviours in relation to their starting point
- When inspecting Teaching, Learning and Assessment, inspectors will explore how well students are supported to achieve in the working environment, the extent to which they are set challenging tasks and receive frequent, detailed and accurate feedback on progress

- The inspection of Leadership and Management will evaluate the extent to which the provision of Work Experience is purposeful and appropriate and how well it fits into the student's Study Programme
- The provider is also responsible for ensuring that students are in a safe environment, both at College and on Work Experience (see H & S section below)
- Ofsted will not accept a simulated working environment as Work Experience.

4.4 Planning for Work Experience

- Work Experience can follow different patterns e.g. once a week for the term or year, longer blocks or a rotation of shorter placements with different employers.
- The model followed will depend on the College's assessment of the student and what level of Work Experience will develop them for progression into employment taking into account their abilities, career goals and work readiness
- In exceptional circumstances Work Experience may take place outside the College's normal working pattern where the sector demands e.g. hospitality/catering. In these circumstances, the College must be able to demonstrate that the member of staff responsible is available to visit/contact the student and that the College can be contacted by the student or employer for the duration of the placement.

4.5 Health and Safety

- The employer has primary responsibility for the Health and Safety of the student and should be managing any significant risks
- Employers who already employ young people do not need to repeat their organisational Risk Assessments if they offer Work Experience, as long as the Risk Assessment is up to date
- If a Work Experience student is the first young person, the employer has taken on (or the first for some time) the employer should review the existing assessment. They can refer to www.hse.gov.uk/youngpeople/law/index.htm for information
- Employers with fewer than five employees are not required by law to have a written Risk Assessment in place. In these circumstances if it has not already been approved, refer to the Health and Safety Manager
- Repeat assessments are not required for successive placements where an employer regularly offers Work Experience, as long as the assessment is up to date
- The employer is responsible for the Health and Safety of students on Work Experience. However, the College must be satisfied that the employer has assessed the associated risks to workers under 18 and has measures in place to mitigate these risks
- The level of Risk Assessment will depend on the work environment
- Work Experience students are treated as employees so are covered by existing compulsory Employers' Liability Insurance cover
- Assurance can be gained through a conversation with the employer rather than always undertaking a physical inspection or requiring the employer to complete lengthy forms
- If an accident happens on an employer's premises the employer would be liable as long as the College has taken steps to satisfy themselves that the employer has appropriate measures in place to manage risk prior to the Work Experience
- If a voluntary organisation employs staff, students on Work Experience will be covered by existing Employers' Liability Compulsory Insurance cover. If the voluntary organisation only has Public Liability Insurance, they will need to obtain temporary Employers' Liability Compulsory Insurance cover for the duration of the Work Experience
- The College is not required to carry out DBS checks on employers/staff supervising young people on Work Experience. Some work places, e.g. a nursery, might require College students to be DBS checked

5.0 Management of Work Experience

- Work Experience relies on a number of factors including development and maintenance of a good relationship between the employer and the College
- Wherever possible, there should be flexibility in the timing of placements to meet the needs of the programme requirements and employers' capacity to provide Work Experience
- The Work Experience Handbook and the Work Placement Risk Assessment Guidelines provide guidance for tutors regarding statutory responsibilities and effective organisation.
- On commencement of the work experience placement and on the first day of planned student attendance in the workplace, the tutor with responsibility for Industrial Practice/Employability sessions within the timetable will telephone the placement supervisor to ensure the student has arrived and answer any queries the supervisor may have at this time.
- Telephone contact on the first day for those students undertaking extended placement or Industrial Work Placement will be the responsibility of the Industry Placement Officer.
- Where the Work Experience is part of the Core Aim and a College register is in place, it might not be a requirement for the Employer Register to be completed. Alternative evidence must be approved by the Vice Principal for Curriculum and Quality.
- Where a student is undertaking more than 100 hours of work placement there should be a work place assessment visit conducted by a member of the vocational team or Industry Placement Officer.

5.1 Employer Involvement

There are a number of ways to involve employers and contribute to the students' experience, for example employer workshops/talks, work place visits, mentoring by employers/employees, tasters, work trials.

5.2 Procedures

The College provides the framework to support students' achievement in a different learning environment and ensure that is safe. Work experience/placement documentation must be completed to meet quality and audit requirements. The procedures encompass preparation for the placement, on placement and following the placement. Reviews with the employer will support assessment of progress and will be fed back to students to inform their future learning and targets for development.

6.0 Monitoring

Quality of the Work Experience will be monitored in a variety of ways:

- Subject Sector Leaders will comment on the Work Experience within the Sector Self-Assessment Report.
- Heads of School will comment on work experience that is planned or has taken place within programmes of study at Performance Reviews three times a year
- Planning for or feedback from Work Experience will be noted during lesson observations
- Routine reference to students' Work Experience is expected during classroom based sessions, and students should be encouraged to share their learning from their work experience with their peers. This will be noted during lesson observations

- The observation of individual Tutorials will note discussion of Work Experience when relevant
- Audit of ILPs and VLEs will include review of the quality of Work Experience records
- Student focus groups and Student Surveys will contain questions relating to Work Experience
- Programme Delivery Guidelines should contain reference to the model of Work Experience within each sector, and these guidelines will be subject to review
- An audit of Work Experience across the College will be undertaken regularly, and any such audit would include any of the above as well as inspection of documentation.