



TyneCoastCollege

Industry Placement & Work Experience Policy & Procedure

This policy is available on-line at www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Principal & CEO.
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All out policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Principal

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue date:	Review date:	Contact person:
CMT	1	July 2023	July 2024	Director of Business Engagement, Partnerships & Apprenticeships

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1. Context

The Industry Placement & Work Experience Policy & Procedure has been built around the Gatsby Benchmarks; a framework of 8 guidelines that define the best careers provision.

These will be delivered through a clearly defined and stable careers programme. The provision will support students and encourage participation in:

- Careers services – accessing impartial careers advice and guidance
- Employability programmes
- Work experience
- Employer engagement activities
- Industrial opportunities
- Access to local, regional and national labour market information
- Relevant and meaningful tutorial programme

Work readiness

The College sets the expectation that all 'leavers' from the College will have undertaken an industry placement or external work placement and participated in work experience. Our aim is to give young people the opportunity to develop their career choices, get a first taste of work, and develop those critical employability skills needed for real working conditions. Tutorial materials and 'preparation for work' modules prepare students for the world of work.

Development of work readiness

The College seeks to develop employability and work readiness skills within the curriculum by providing:

- Planned hours to support personal development
- Modules and learning experiences to develop behaviours and attitudes
- Learning tailored to individual career aspirations
- Encounters with employers and employees
- Opportunities to experience meaningful and relevant work experiences
- Access to impartial careers advice from the highly trained careers team

Students will have the opportunity to assess, record and review their own work readiness progress using the online digital platform, Grofar. Teaching and support staff are able to monitor, review learner progress, behaviour and attitudes and provide learner experiences that enable personal development and growth.

Work Placement Officers (WPOs) will support students to identify, prepare for and successfully complete an Industry Placement or work placement that is relevant to their career aspirations and contributes to developing their work readiness.

2. Purpose of the Policy

Work experience is a key component of the 16-19 study programme. This policy applies to all students undertaking a Programme of Study.

The College is committed to ensuring that:

- Students have access to a safe, secure, and appropriate placement.
- Students are supported by a process which is clearly defined and explains the procedures that must be followed in relation to work experience and industry placements for students.
- Students are able to document their work experience journey through GroFar – a bespoke web-based digital platform that captures all aspects of their placement. Grofar also captures the wider skills – personal development, behaviours and employer voice.
- The placement meets the requirements of the student, employer, and funding authorities.

The delivery of industry placements and work placements will be supported by:

- Procedures contained within this policy. This is explicit in the roles and responsibilities of staff and students.
- An Industry Placement and Work Experience strategy that meets the needs of all students.
- Appropriate staffing and resources to provide an outstanding work placement or industry placement.
- High-quality advice and guidance for students undertaking work placement or industry placement.
- A robust quality assurance process which identifies strengths and areas for improvement.

3. Monitoring and Review

- The positive impact of this policy will be monitored by the Director of Business Engagement, Partnerships and Apprenticeships.
- Targets associated with this policy will be monitored through the College's Performance Review cycle.
- A half-termly full evaluation of work experience and industry placements will be completed by the Grofar Super User and made available for review by SMT.

4. Procedures

4.1 Roles and Responsibilities

The Director of Business Engagement, Partnerships & Apprenticeships is responsible for:

- Ensuring that the policy is operationalised through adherence to the procedures.
- Ensuring the strategy implemented meets the needs of all students.
- Ensuring changes related to Programmes of Study are reflected in the College delivery of the policy.
- Appropriate staffing and resources are identified to provide outstanding work experience and industry placements.
- Supporting Grofar Super User to provide a half-termly evaluation of work experience and industry placements. Escalating issues in relation to compliance with the policy.
- Line management of Work Placement Officers.

Heads of Departments are responsible for ensuring:

- Where negative feedback has been given by a student regarding a placement, then the Head of Department will contact the employer to discuss the feedback. Where concerns have been addressed a visit to the employer will be undertaken and the Business Engagement Manager will decide on whether placements should continue with the employer. If the employer is removed all planned and existing placements will be stopped. This outcome is to be recorded on GroFar.
- Appropriate timetables for work experience, work placements and industry placements are implemented for the academic year.
- All students completing a Programme of Study are made aware of the contractual requirement to complete an industry placement or work placement as part of student engagement and recruitment activities.
- All students know how to act appropriately in the workplace, understand employer expectations and provide information on general health and safety issues prior to their placement.
- High-quality advice and guidance are provided to all students before the commencement of a work experience or industry placement. This engagement must be documented and provide students with the key details of their placement, contact details whilst they are on placement, and expectations of a student on placement.
- Identification of students who are not ready to complete a placement or have issues with attendance/behaviour that might negatively impact the completion of their placement. Alternative activities can be sourced and made available to continue personal development.

- Students are engaged post-placement to analyse the impact of their placement; how skills gained whilst on placement can support their achievement and how the experience of placement is impacting the student's future plans.

Work Placement Officers are responsible for ensuring:

- As part of the induction process, all students are introduced to Grofar (including how to log placement details and utilise their Grofar passport) and assurance sought that they are able to log on and use the platform.
- Every student completes a 'placement initial skills and work readiness assessment' upon commencement of their study programme.
- Every student completes a 'placement midpoint skills and work readiness assessment' at the midpoint of their industry placement or work placement.
- Every student completes a 'placement endpoint skills and work readiness assessment' upon completion of their industry placement or work placement.
- Every placement receives an employer evaluation.
- Attendance at placement is monitored and reported via GroFar.
- Appropriate H&S Vetting is carried out for each employer that is used for industry placements or work placements.
- All funding requirement documentation is maintained to audit standards.
- All on-site visits are conducted in consultation with students and employers and identify skills and behaviours being developed whilst on placement.
- All students complete a post-placement evaluation. The results of the evaluations will be evaluated on a monthly and annual basis to improve the learner experience.
- Parental consent is obtained for every student undertaking an industry placement or work placement.

Grofar Super User is responsible for ensuring:

- Newly appointed Work Placement Officers are trained and engaged with Grofar.
- They are the point of contact for Work Placement Officers in relation to Grofar, acting as the conduit between Grofar Helpdesk and Work Placement Officers.
- The correct volume of students are within the Grofar platform versus the College's ILR and any issues are rectified promptly with MIS.
- Student and course targets are correctly identified and set within Grofar.
- A list of high-risk placements is maintained, highlighting placements at risk of not starting or not completing so remedial action can be taken by the college early.
- Compliance issues are escalated (eg. parental consent, H&S Vetting) - ensuring correct compliance checks are assigned to relevant placements.
- Skills and Work Readiness Assessment report are shared with Preparation for Work staff and Careers team on a monthly basis.

- A fully up to date H&S actions list is maintained, highlighting any outstanding vetting or expired vet or ELI dates, prioritised in line with placement start date.
- A half-termly evaluation of Work Placements and Industry Placements is completed and made available for SMT .

4.2 Health and Safety

The College will take reasonable steps to ensure that employers are managing any risks to a student during an industry placement or during a work placement. This will be through discussion with the employer to confirm placement activities and establish that the employer has arrangements for managing risks to Health and Safety.

Checks will be made in proportion to the working environment, but will include:

- Telephone risk conversation by a WPO with the employer and completion of the H&S Vetting documentation either via Grofar or in person.
- A meeting between the WPO and students detailing the process, accessing and using Grofar to log their placement journey.

Full detail of the H&S Vetting process can be found in the Health & Safety (Apprenticeship / Work Placement) Vetting Policy.

4.3 Disclosure of Disability or Learning Difficulty

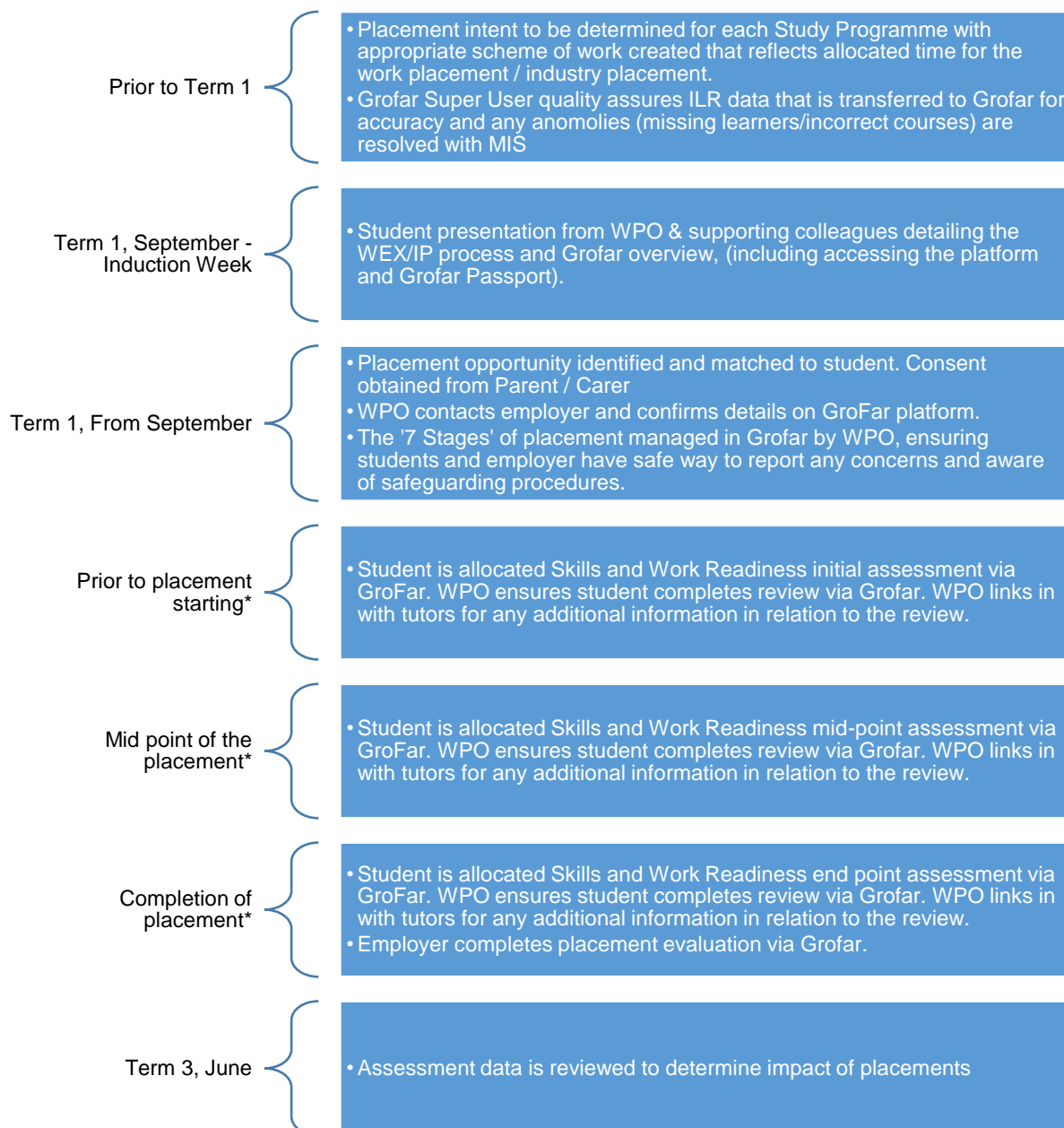
Students may be reluctant to disclose a disability or learning difficulty particularly if they are concerned they may be discriminated against. There may be a duty to disclose information to an employer in order for them to make a reasonable adjustment in order to accommodate a placement. In this instance permission to share information would be required from the student and parent (if under 18).

5. Review

This Policy & Procedure will be reviewed every two years, or more frequently where required, as part of the College's SAR process.

6. Internal work instructions

6.1 Industry Placement and Work Experience process flow



* WEX and IPs will be organised around curriculum plans and when employers are sourced, therefore the review dates will change automatically from the start point.

6.2 Target industry placement and work placement hours

Each 16-19 Programme of Study must have a planned Industry placement or work placement (external or internal as appropriate). The below hours are a guide.

Industry placement	315 hours *
Work placement: Entry and L1	3 hours
Work placement: L1 and L2	7 hours
Work placement: L3	21 hours

*Education & Early Years – 750hrs across 2 years

6.3 Future planning for T Levels

In readiness for the expansion of the College's T Level provision in 2024-2025, work placements in the below areas must be planned, where appropriate, with an increased volume of hours during 2023-2024.

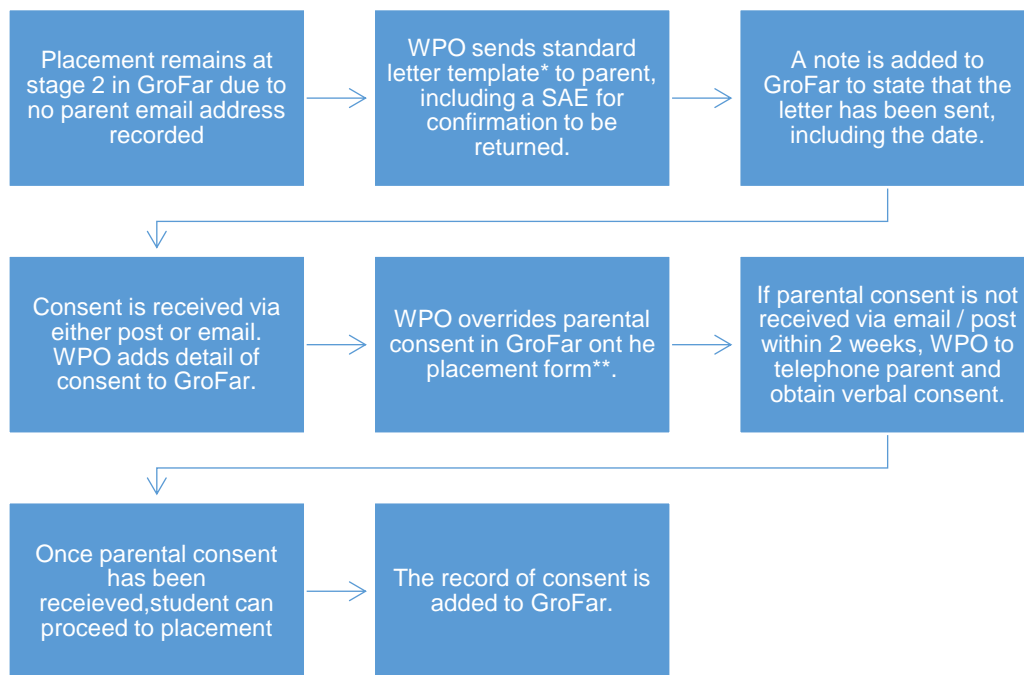
- Health
- Media
- Digital
- Construction
- Engineering

6.4 Parental Consent

Every 16- and 17-year-old student undertaking a work placement or industry placement must have parental consent to do so.

During the enrolment process, the enrolment form captures the parent’s email address to obtain this consent through the GroFar platform.

In exceptional circumstances, whereby the parent’s email address is not obtained during the enrolment process, the following process must be followed:



*Standard letter template can be found in Appendix 1

** The process for how to override parental consent in GroFar can be found here: <https://support.grofar.com/hc/en-us/articles/4405076434833>

Appendix 1: Parental/Carer Consent Letter

[Address]

Dear Parent/Carer

We are pleased to inform you that we have arranged work experience / an industry placement *[delete as appropriate]* for **[NAME]** at **[EMPLOYER]**.

The details are as follows:

Company:

Address:

Report to:

Start date:

Duration:

Hours of Work:

PPE requirements:

[NAME] will be expected to bring their own packed lunch or have means to purchase their lunch.

We have carried out a full Health & Safety of the premises in advance of the placement.

Students will be kept up to date about their placement and supported throughout, if you have any queries, please do not hesitate to contact me using any of the contact methods below;

[NAME]

e: [ADD]

Work Placement Officer

t: [ADD]

m: [ADD]

If you are happy for **[NAME]** to attend this placement, could you please sign and return the consent form below. You may also scan and email a copy to my email address.

Name of student:	
Confirmation of consent:	YES / NO
Parent / Carer name:	
Parent / Carer signature:	
Relationship to the student:	

