



WORK PLACEMENT

Best Practice - Tutor Guide



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To outline the accountabilities and responsibilities and to provide Highlands College staff with a guide to the management of work placement provision. It contains important information on policies relating to health and safety and duty of care to students and will provide guidance and support with the business of developing and organising work placement programmes for students.



PURPOSE

To ensure that all reasonable measures are taken to secure the health and safety of learners in work related learning situations. This includes work placements with employers and voluntary organisations, work-based learning placements, projects outside the college and realistic work environments. Work placements will maximise learning opportunities for the student through the application of practical skills which support academic study and/or personal skills development.

Where periods of work placements are seen as an effective means of enriching and developing the curriculum, Highlands College will support such activities and in each case, ensure that all students are placed in a safe and healthy working environment so far as is reasonably practicable by taking the following measures:



- Ensure that they have been made aware of and have understood the relevant hazards of the job in which they are being trained and are aware of the controls required to reduce the risks to an acceptable level.
- Adopt the TEC National Standards for the initial risk assessment of placements and follow the CYPES Work Experience Policy and the standards for assessing the suitability of the workplace for work placements.
- Ensuring compliance with health and safety legislation including that which is specific to young persons.
- Making the placement provider and work placement student aware that the student is in so far as, an employee during the time of placement.
- Ensuring the student is suited to the placement on offer.

The organisation of work placements will be undertaken primarily by the personal tutor with the support of their course team and where appropriate, the work placement coordinator will provide additional support in identifying and sourcing suitable placements. The scheduling of work placements will be embedded within curricular planning and development for each area as appropriate and where notification has been given and where appropriate, the Careers & Employability team will initiate a programme of support.

The timing and the period spent on placement will be appropriate to the programme of study, but must be balanced against the time required for academic tuition. The mode of attendance may vary e.g. a 1-2 week block or regular attendance for 1-2 days per week.

Liaison with the employer should, by joint agreement ensure that the range of activity to be undertaken

is relevant to current studies, and where possible provides the opportunity for work based assessment to take place. It is imperative that the employer is made aware of any behavioural or medical special needs of the student and the suitability of the work placement is discussed between the personal tutor, work placement coordinator and employer. This will be the responsibility of the work placement coordinator to share this information with the employer prior to the placement.



ROLES AND RESPONSIBILITIES

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The overall management of the work placement provision will be centrally coordinated and it will be the responsibility of the college work placement coordinator to ensure that all necessary checks have been made before students are given permission to proceed on work placements.

Heads of Departments are to ensure that college policies and procedures are followed and in accordance with the CYPES Work Experience Policy Standards and Guidance.

It will be the responsibility of Heads of Departments to maintain a duty of care and to ensure adequate provision is in place to brief students on health and safety issues before undertaking work placements.

It will be the responsibility of the personal tutor to assess the suitability of the work placement for each student and to agree a scheduled work programme and placement objectives to maximise and enrich the learning process.



The work placement coordinator will arrange for an audit of the suitability of the placement provider to include all reasonable measures and to ensure that work placement providers are aware of health and safety obligations to the student on placement. This will also include safeguarding principles where appropriate.

Parents/Guardians of young persons under 18 will be informed of the placement via email, including the tasks, hours and control measures, and their written consent gained before the start of the work placement.

The personal tutor with the support of the work placement coordinator will ensure that all work placement students are given the correct health and safety information and training for their placement including their duties under health and safety legislation.

Students will be required to sign a consent / medical declaration (work placement contract) via 365 Form and those under the age of 18 will require parental permission before proceeding to their work placement. An email will be sent out via Navigate platform to each placement provider upon approval of the student's placement. This will

contain placement details, agreed job description and placement objectives in addition to student NOK details and any relevant medical information.

Once the placement provider accepts the request, student will receive an email from Navigate platform with the placement details. These details will also be accessible on students **Navigate profile > My Placement module**.

Each student will be visited whilst on placement in accordance with guidelines and any issues arising forwarded to the work placement coordinator.

The visit form will be available upon request from the work placement coordinator.

- › **Placement 1-2 days per week**
One visit every half term
- › **Placement block - one week**
One visit during the week
- › **Placement block - two weeks**
One visit during the second week
- › **Placement block < 15 days**
One visit every two weeks

The course team / personal tutor is requested to contact the employer within 48 hours of the placement starting to ensure their student has settled well into the working environment and to arrange a mutually convenient time to visit as per above.

The contact details for each placement can be found on Navigate platform. Notes from the visit should be recorded on **Navigate > Placement > Add Notes**.

Students are to complete their placement attendance on Navigate daily and evidence their progress through placement journal. Students are to provide feedback after their work placement via Navigate which will be used to monitor the effectiveness and suitability of the placement provider for future use.

Personal tutors are to ensure that the students submit the online feedback on Navigate once they have completed their work placement. Personal tutors should review the attendance, employer, and student feedback on Navigate after the placement and discuss the findings with the student and parent (where appropriate) and set up suitable objectives.

ATTENDANCE ON PLACEMENT

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Employer

- › Will notify the college within 30 minutes of a student not attending placement
- › Logs the hours that the student completes weekly on Navigate

Student

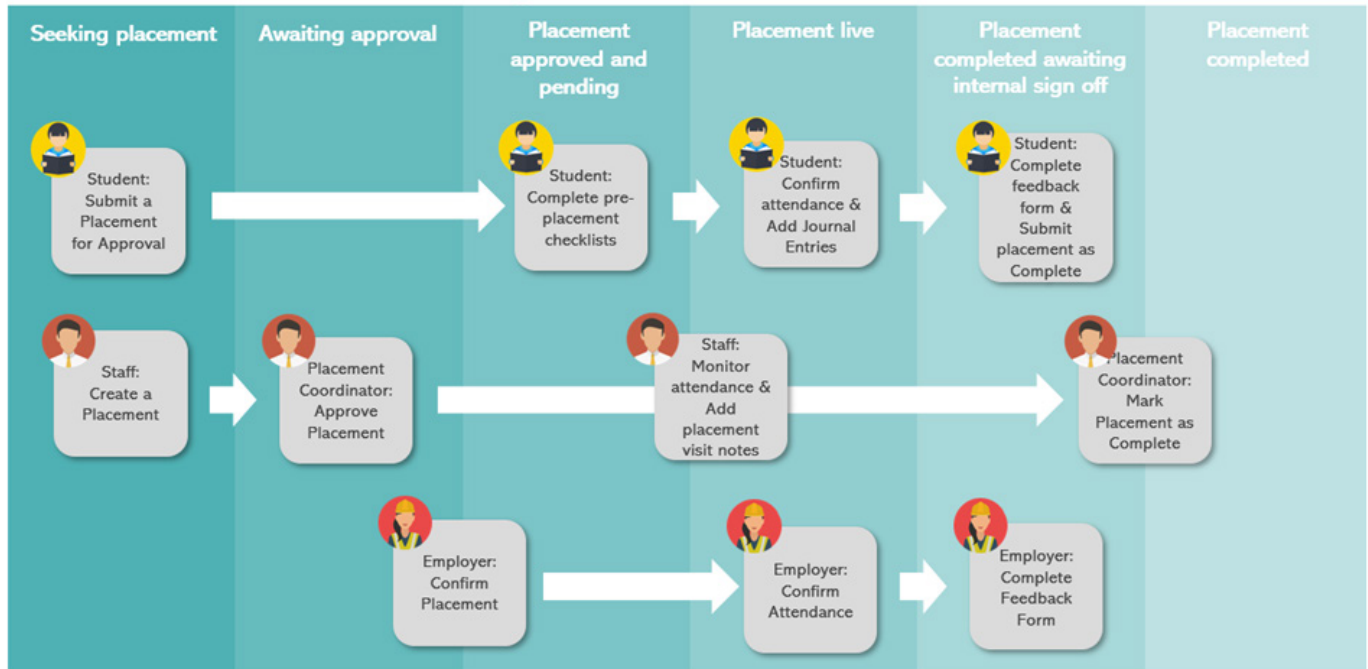
- › Responsible for contacting the college and employer 30 minutes prior to the timetabled session, should they be unable to attend placement
- › Confirms placement attendance and hours via Navigate log

Department Administration

- › Contacts student/NOK after employer advises student absence and updates employer accordingly
 - › Monitors Navigate attendance weekly and updates EBS registers accordingly (Students on work placements should be marked "K" = Placement)
 - › Informs the college placement coordinator if employer is not completing Navigate attendance reports
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NAVIGATE RESPONSIBILITIES

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Tutor

- › Enter the placement details on Navigate
- › Ensure all students complete the pre-placement check list
- › Monitor students attendance and placement journal
- › Add notes from the placement visit onto Navigate
- › Review feedback to identify areas for improvement

Student

- › Check placement details on Navigate and complete the pre-placement check list
- › Confirm attendance and placement journal daily
- › Complete placement feedback
- › Submit placement as complete

Placement Coordinator

- › Manage employer database and communications
 - › Approve placement as suitable following health and safety and other relevant checks
 - › Monitor group attendance and feedback to personal tutors and HoDs
 - › Generate reports
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