

Work Experience: Policy & Procedure

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Controlled Document

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Work Experience: Policy & Procedure

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Version Control Table

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All or part of this document can be released under the Freedom of Information Act 2000

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1. Scope and Purpose

This policy aims to ensure that young people on study programmes participate in high quality, relevant and meaningful work experience activities. It adheres to the guidance within the Department for Education (DfE) document relating to 16-19 Study Programmes.

The RNN Group (Hereinafter referred to as the 'Group') recognises that all young people should be able to gain real experience and knowledge of the workplace in order to enhance their employability, to practise their skills and to develop their career aspirations. This work experience should, wherever possible, be with an external employer or an internal commercial outlet, should challenge the learner, and, be related to their prior attainment and career aspirations. The RNN Group may find a suitable internal work opportunity for learners who would benefit from more support initially, with the aim to progress to an external placement.

2. Entitlement

All study programmes should include high-quality work readiness activities and where appropriate, a work placement/experience that complements their studies. This policy covers all learners aged 16-19 at the time of their enrolment onto a study programme together with learners aged 19-24 who have an Education Health and Care Plan (EHCP).

Learners should be encouraged to source their own placements as this helps them to practise the skill of finding employment in the future along with developing their independence. The Work Experience Team will provide guidance and support to aid learners in their independent search for a placement and work with learners to source placements where support is required. The Work Placement Officers work with employers to build relationships, ensuring they understand what is expected from a placement and hold a central database of opportunities to be shared with learners. The DfE guidance says that work experience should:

- Be purposeful, offer challenge and be relevant to learners' study programmes and career aspirations;
- Allow the learner to apply the technical and practical skills learned in the classroom/workshop;
- Be managed under the direction of a supervisor;
- Have a structured plan that provides tangible outcomes;
- Have clear roles, responsibilities and expectations for the learner and employer;

3. Policy Statement

The Group will make every effort to support learners in gaining access to high quality work experience. The appropriate checks will be put into place to ensure that the placement is; appropriate to the needs of the individual learner, safe and has been assessed to meet Health and Safety standards along with adhering to the relevant Group policies and procedures. Staff members who have a responsibility to support learners with the sourcing of, and placing learners into, work experience, should view the Group's Work Experience

Placement Procedure (Appendix 1) which describes the process. Academic staff who will be liaising with the work experience team, should also familiarise themselves with this process.

4. Implementation

Within the Group, the work experience process is largely managed through the online platform; Navigate. The Work Experience Placement Procedure (Appendix 1) and Navigate guides (Appendix 2), demonstrates how this process works.

In terms of health and safety, the College must satisfy itself that the work experience activities offered meet the needs of the learner, including the safety and welfare arrangements. Checks on low-risk work placements can be of an informal nature, in line with the Health and Safety Executive (HSE) guidance.

For work placement environments with less familiar risks, discussions should take place with the provider to establish what the learner will be doing and how any risks might be managed, for instance with induction, training, supervision, site familiarisation and any protective equipment that might be required.

Risk Assessments

For higher risk sectors such as construction, agriculture and manufacturing, a more in depth check proportionate to the level of risk for that sector is considered more appropriate. Here the HSE advises that the work the learner will be undertaking or observing, the risks involved and how these risks are managed must all be discussed with the provider. The higher risk health and safety inspections will be conducted by the Health & Safety Team.

Table 1.

Risk Level and Frequency of Review	Sector (This list is not exhaustive)
Low Risk	Administration, Education, Retail Trade, Sales, Catering Front of House, Sport, Recreation and leisure, Hairdressing and Beauty, Care
High Risk	Agriculture, Horticulture, Fishing and Forestry, Animal Nursing, Catering, Chemicals and Chemical Products, Construction, Construction – Electrical, Engineering, Equestrian, Fishing, Manufacturing and Craft, Mining and Quarrying, Outdoor Pursuits, Repair of Motor Vehicles, Motor Cycles, Transport, Utilities, Animal Care

The provider is responsible for the health and safety of learners whilst they are on work experience. However, the Group has a duty of care to its learners and so must satisfy itself that a provider has assessed the risk, with special attention being given where learners are under the age of 18 (classified as ‘young persons’) and where learners have additional needs or health conditions.

Work experience learners will be treated as employees at their host company so they are covered under the placement provider's existing Employers' Liability compulsory insurance policies. No learner will be permitted to attend a pre-organised work experience placement until the Group is satisfied that it is safe for them to do so.

Disclosure and Barring Service

Providers are not required to obtain DBS checks on staff supervising young people (16-17 years) at their work experience. However, learners completing work experience in a healthcare or educational setting are usually required by the provider to have a DBS certificate in place. Learners will be supported in completing these forms, as required. Learners on placements requiring a DBS check, where the placement is not a mandatory element of the qualification (e.g., childcare or health and social care), may be eligible for financial assistance to cover the cost, provided they are currently in receipt of or willing to apply for bursary.

Remuneration

Learners are not entitled to payment on work experience, though providers may fund travel expenses or meals if they so wish. If a learner is already receiving a 16- 19 bursary, then funds from this may be available to cover additional bus or train fares, if these travel costs would otherwise prohibit the learner's participation. Learners who received meal support, the allocation will be paid into bank accounts/ or supermarket vouchers provided for the duration of their placement.

Placement timing

Work experience hours can take place all in one week or can be spread over a longer period to suit both the employer and learner. Hours can be scheduled during the week and/or at weekends and also in college holidays, though not after the end of the academic year. However, if a learner undertakes a placement outside of normal Group opening hours, they must be supplied with the name and contact details for someone from college who they can call if they encounter problems at their placement and require support.

5. Placement Types

Work Experience – can be anything from 1 day up to 30 hours, can be delivered over a period of weeks or can be completed in blocks. This should be sourced by the learner with an appropriate external employer.

Industry Placements – Our T Level qualifications* require learners to complete industry placements. Core principles of Industry placements;

- Must be for a minimum of 315** hours, these can be split across 2 employers where required.
- Relevant to the occupational specialism – must be focussed on developing up to date technical skills and specialist knowledge
- Industry placement completion: to complete their placements learners must;
 - demonstrate sufficient progress towards their learning goals

- work directly with an external employer and
- have been on placement for the minimum number of hours.

Placements will be sourced in a collaborative way by the Work Experience Team and Curriculum Teams.

[*https://www.gov.uk/government/publications/t-level-industry-placements-delivery-guidance](https://www.gov.uk/government/publications/t-level-industry-placements-delivery-guidance)

**the exception to the rule is the Early Years Educator occupational specialism, with in the Education and Early Years T Level has a minimum of 750 hours

Supported Internships - The Group offers both the Pre-Supported Internships and the Supported Internships, these are work based study programmes for 16 – 24-year-old with SEND, who have an EHCP. These learners are enrolled at the Group with the majority of their learning time spent in a workplace. The aims of these study programmes are for young people with EHCPs to gain paid employments by;

- Supporting them to develop the skills valued by employers
- Enabling them to demonstrate their value in the workplace
- Developing confidence in their own abilities to perform successfully at work.

The Group has dedicated staff members who carry out employer engagement activities to source appropriate companies where our young people will thrive. They work with learners to understand their career aspirations and match learners with the right provider, who understand that the goal is for the young person to gain paid employment. This may involve an element of job carving, whereby the Group works with the employer to shape a role for a particular individual which is suited to their strengths with consideration of reasonable adjustments that may be needed. The Group follows the government guidance for delivering this provision, for more information please visit;

<https://www.gov.uk/government/publications/supported-internships-for-young-people-with-learning-difficulties/supported-internships>

6. Safeguarding arrangements

The Group prioritises the safety and well-being of learners undertaking work placements. To achieve this, we have robust safeguarding arrangements. This includes thorough vetting of placement providers to ensure they meet health and safety standards. All providers receive a Work Placement agreement, that clearly sets out expectations and responsibilities (Appendix 3). Additionally, Group staff maintain regular contact with both learners and employers throughout the placement, providing ongoing support and a clear reporting process for any concerns. This multi-layered approach helps to mitigate risks and fosters a safe learning environment for all learners on work placements.

All parties know how to contact the safeguarding team should they have any concerns via safeguarding@rnnngroup.ac.uk or on 01709 722722

7. SEND Learners

The Group is committed to supporting learners with Special Educational Needs and Disabilities (SEND), High Needs, and Education, Health and Care Plans (EHCPs) in developing their work readiness and employability skills throughout their college journey.

This support is comprehensive and tailored to individual needs. It includes:

- Curriculum delivery adapted to cater to diverse learning styles.
- Exposure to employers through industry visits, guest speakers, and employer panels.
- Targeted careers events aligned with learner aspirations.
- Work placements carefully selected and supported, ensuring a safe and positive experience.
- Support in finding suitable providers, leveraging existing networks and connections.
- Replication of existing learning support strategies in the workplace environment, when feasible and appropriate.

This multi-faceted approach empowers learners with SEND, High Needs, and EHCPs to confidently navigate the path to successful employment.

8. Delegation of Duties

The Work Experience Placement Procedure (appendix 1) indicates the expectations and responsibilities of the Learner, Curriculum Teams and the Work Experience Team when managing the work experience process.

Learner – responsible for sourcing their own placement, where this is not achievable the Work Placement Team will offer support. Responsible for logging their hours on Navigate and completing all necessary forms.

Curriculum Staff – Identify the work experience requirements for their learners, ensure that learners are aware of the expectations and where appropriate provide dates for work placement to be carried out. Where a DBS is required, the curriculum team will arrange suitable workshops for the Work Placement Team support in completing applications.

Work Placement Team – to work with linked curriculum areas to identify placement needs, in instances where learners are struggling to arrange their own. To carry out Health & Safety checks for low-risk placements and to work with the H&S team in relation to high-risk placements before any placements commence. Offer support to curriculum teams within the DBS process.

Health and Safety Team - Any queries or concerns work experience staff have about any health and safety aspect of a medium to high-risk sector placement, should be referred to the Group's Health and Safety Advisor.

Appendix 1 The Work Experience Placement Procedure

Role in **bold** has main responsibility for that element.

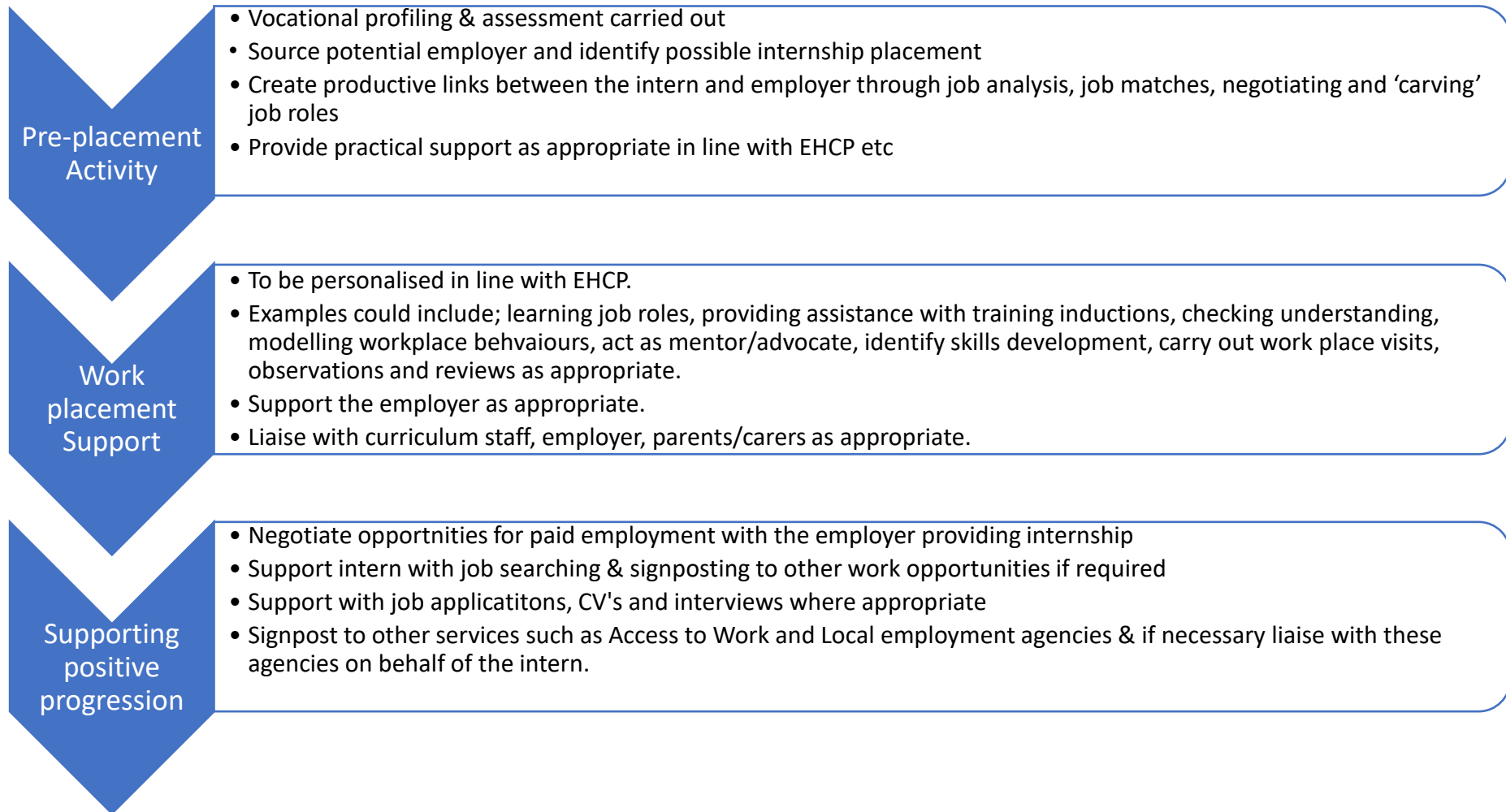
Step 1	Curriculum Teams inform the learners and the Work Experience Team of placement requirements.
Step 2	Learner sources suitable placement and shares details with Work Experience Team. Learner receives support from the Work Experience Team if struggling to find appropriate opportunity independently
Step 3	Work Experience Team to assess employer for suitability and complete H&S checks. Work Experience Team to confirm placement with learner and curriculum teams. Placement logged on Navigate by Work Experience Team . Information sent to learners regarding expectations by Work Experience Team .
Step 4	Curriculum Teams to work with ALS and Work Experience Team where learners have a support plan in place, to ensure that needs can be supported at the placement. Curriculum Work Experience Team to work with learners to prepare them for their placement, including training learners how to use Navigate.
Step 5	Work Placement commences, Work Experience Team to contact the provider during 1 st week, any concerns to be logged and followed up with the appropriate teams.
Step 6	Curriculum Teams to monitor learner progress and attendance on placement through academic tutorials or phone calls. Any concerns should be raised with the Work Experience Team.
Step 7	Learner to complete attendance and journal entries on Navigate.
Step 8	Provider to complete weekly attendance on Navigate and to inform Work Experience Team if learner has not attended or they have concerns.

Please note

Behaviour and attendance should be monitored by **Curriculum Teams** through out the placement.

Non-attendance or inappropriate behaviour must be challenged and the Behaviour Intervention and Disciplinary Policy to be followed as required.

Appendix 2 The Supported Internship Placement Procedure



Appendix 3 – Navigate Training Support

Navigate is the platform used by the RNN Group to capture all work readiness and personal development activities. It can be accessed through ProMonitor (staff) and My Progress Tracker (learners)

More information regarding Navigate the following links are training videos covering the following;

Here are some training videos that you can send out to staff members:

1. How to add activities to learners:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fnavigatehelp.freshdesk.com%2fsupport%2fsolutions%2farticles%2f47001130365-how-to-bulk-add-an-activity-to-a-tutor-group-department-or-course-&c=E,1,vmgSfNUtcKL9Eu7tietOJ1K6r1_hfidlg55yYZ2CzOgMI654MZF4T23dQ5E-mycYBSbhDmpRX5H5r8XPP-SboKuzNVBg0UMu1TdWrIFFiZGhcl1cHwDX0bt0TMzH&typo=1

2. How to view the enrichment that your learners are adding:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fnavigatehelp.freshdesk.com%2fsupport%2fsolutions%2farticles%2f47001205983-how-to-view-the-enrichment-employer-engagement-activities-that-learners-are-adding&c=E,1,2YAjXXjvRGV_gPwyk20HqXnl3eb9PdvMwtnyytolRpDJ1rq6TzPmq2YQE-D50ralhdSCMCBEgVqzeayPawpl-jyOn9mDSilzZ_tVG6q8ZHA,,&typo=1

3. How learners add activities:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fnavigatehelp.freshdesk.com%2fsupport%2fsolutions%2farticles%2f47001143568--learner-how-to-add-an-activity-to-my-timeline&c=E,1,bpilleGua0f74hhrllSx86oTNyQ3BbNz8mrRXxmVAEH7h0kCwvqMipTEiOgr9RnbGcLpwJpV0uOKYAY6k_rBl4dJEzkC5hd-uBGfbCrg4Xg,&typo=1

4. How learners complete journal entries:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fnavigatehelp.freshdesk.com%2fsupport%2fsolutions%2farticles%2f47001161903--learner-add-a-placement-journal&c=E,1,vgcA1NNHt4iDzT-MhMU5fTj-SPHldf5dJXWJi0CtbfmFm1KDOgYHw0C-gont--UjSVG31xxZKsEtaP4BC_8EmFlnsuB3cIJK5kGjwVgf1&typo=1





Work Placement Safeguarding

Work Placement Agreement Between The RNN Group and the Provider



Rotherham College
North Notts College
Dearne Valley College
and
University Centre Rotherham

Part of




Rotherham College

Website: rotherham.ac.uk
Email: info@rotherham.ac.uk
Phone: 01709 362111

North Notts College

Website: nnc.ac.uk
Email: contact@nnc.ac.uk
Phone: 01909 504500

Dearne Valley College

Website: dearne-coll.ac.uk
Email: learn@dearne-coll.ac.uk
Phone: 01709 513355

University Centre Rotherham

Website: ucr.rotherham.ac.uk
Email: ucr@rotherham.ac.uk
Phone: 01709 722806

Workplacement Agreement

The RNN Group and the Work Placement Provider agree to offer a work placement that is meaningful and relevant to the student's learning programme.

Work Experience should be:

Purposeful and relevant to the young person's study programme and or career aspirations

Managed well under the direction of a supervisor in order to ensure that the student obtains a genuine learning experience suited to their needs.

Clear about the roles, responsibilities and the expectations of the student and employer.

Reviewed at the end and the employer should provide feedback based on the young person's performance during their time on the work placement.

The College agrees to:

Prepare students fully for work placement, including safety in the work place and with the employer

Monitor student's progress through visits and discussion with the employer.

Provide advice and assistance in all aspects of the work placement plan.

Assist all students in the completion of an enhanced DBS check and carry out risk assessments where appropriate.

Remove students who, after consultation, may be agreed to be unsuitable.

Ensure learners know who they can contact at College for support and guidance while on placement.

The Work Placement Provider agrees to:

The college carrying out a Health and Safety visit prior to the student undertaking placement

Provide both public and employer liability insurance.

Nominate a person who will:

Have responsibility for the student whilst in the company to ensure that the student is clear about their respective roles and responsibilities and at the end of placement, participate in work assessment and feedback.

Provide a Health and Safety and Safeguarding induction to the student when the placement starts.

It is essential students know who they can speak to if they have any concerns relating to their safety.

If they discuss a safeguarding concern, please contact the RNN Group Safeguarding team to discuss on 01709 722722 or via email safeguarding@rnnngroup.ac.uk

Provide suitable and sufficient information, instruction and training to allow the student to carry out their work placement safely.

Having a Young Person's risk assessment in place (for 16 to 18 year olds)

Provide the student with suitable personal protective equipment and clothing where necessary and provide appropriate supervision to ensure this is used correctly.

Report all accidents, however minor, to the Work Placement Team.

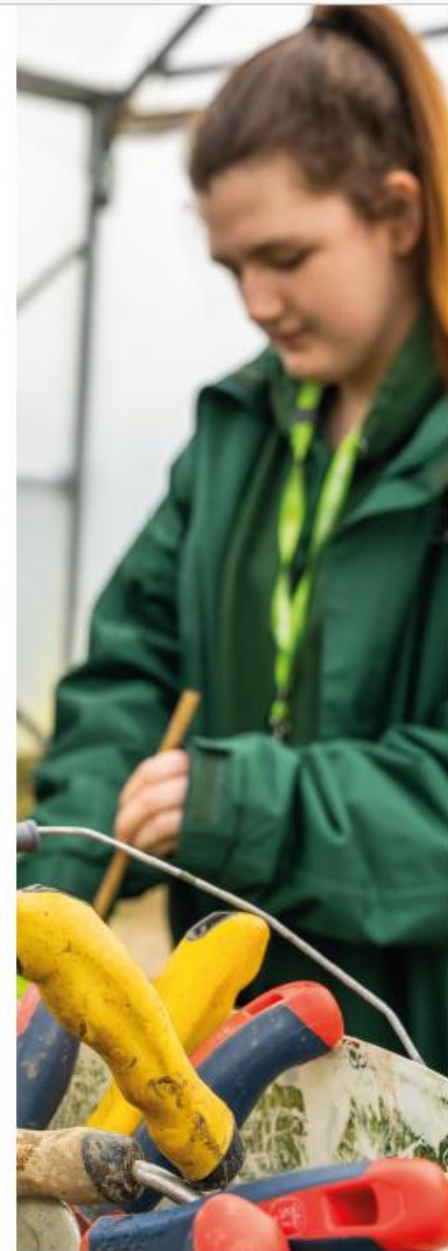
Provide feedback to the Work Experience Team in case of any issues (other than Health and Safety) whilst a student is on placement.

Allow College staff access, by prior arrangement, with the provider to visit the student on placement in order to assess their progress.

For more information or for any enquiries please contact our work placement team

Email Address
workplacement@rnnngroup.ac.uk

Telephone
01709 722722



Safeguarding Information

Young people have a fundamental right to be protected from harm.

As an employer providing training or work placement, The RNN Group has a responsibility to inform you of the following principles of safeguarding.

1. Who do we class as young or vulnerable?

The RNN Group classes anyone under the age of 18 years as a young person. In addition the college also sometimes places students with employers who may be under 25 and classed as vulnerable because of a learning difficulty, physical disability, mental health or emotional and behavioural support needs or health problem.

2. Boundaries when working with young or vulnerable people

Under the Sexual Offences Act 2003 it is an offence for a person over the age of 18 (e.g. teacher, youth worker) to have a sexual relationship with a child, young person (under the age of 18) or vulnerable adults, even if the relationship is consensual. This is commonly known as 'abuse of trust' and must be communicated to all staff employed in an organisation.

3. Work Environment and lone working

We ask that students are not asked, where at all possible, to do work in confined or remote spaces with only one other employee or supervisor. This protects both the student and the employee and ensures both are safe. Likewise, students should not be left to work alone and should be adequately supervised at all times. If the work that students need to do to achieve their placement requires them to work just with one supervisor in an isolated environment than a safeguarding Risk Assessment can be completed by the college. This ensures you will be safe with the student and the student will be safe with you.

4. Travel

Young or vulnerable students should never travel in a vehicle with one other staff member (unless this has been risk assessed and approved by college) if a staff member is transporting staff, clients and work placement students in a group, they should have the appropriate care insurance to cover business use of the vehicle as well as passengers, in the event of an accident

5. Disclosure

Occasionally if a student feels comfortable and builds a rapport with you, he or she may disclose confidential information to you or another work colleague that leads you to believe that their physical or emotional safety is at risk. This could be in the form of physical, emotional, sexual abuse or neglect. If this happens, please contact the Work Placement Team at The RNN Group as soon as possible.

Enhanced DBS Checks And Student Vetting

The college thoroughly assesses all students put forward to undertake work placement with children or vulnerable adults. All applicants for such placements will have an Enhanced Disclosure and Barring Service (DBS) certificate, marked for work with children/ vulnerable adults.

In the interests of confidentiality and data protection and in line with best practice, we ask that students bring the DBS certificate to the employer on their pre visit/induction and that the employer does not photo copy the form.

For more information or should you have a concern you would like to raise or discuss further please contact our safeguarding team

Email Address
safeguarding@mngroup.ac.uk

Telephone
01709 722722

