

# Huddersfield New College Policies, Protocols and Procedures



## Work Experience Policy 2021

### 1. Statement of Intent, Scope and Purpose

- 1.1. The College is committed to its' mission statement of providing a high quality sixth form education for all, in a friendly, supportive and diverse learning environment.
- 1.2. This policy reflects the vision, mission and values of the College.
- 1.3. The Gatsby Charitable Foundation benchmarks are the nationally recognised standards for careers and employability engagement for educational establishments. This policy summarises the College's commitment to maintaining full compliance with the Gatsby standards.
- 1.4. The College offers work related opportunities and develops students' employability skills as part of their study programme.
- 1.5. Work related learning is defined as 'planned activity designed to use the context of work to develop knowledge, skills and understanding, useful in work.'

### 2. Aims

- 2.1. The College is committed to developing and improving the life and work prospects of all students, by enhancing their employability skills, and thus improving their opportunities of gaining meaningful university places or employment on completion of their studies.
- 2.2. The engagement of students in high quality and relevant work experience and / or work related activity is key to the successful achievement of this aim.
- 2.3. Work experience / work related activity will form a part of all students' study programmes, preparing them to be ready for life beyond College, be that at higher education or work.
- 2.4. The range of activity which will support the development of work relevant skills will include but not be limited to;
  - Placements with external companies / organisations.
  - Employer seminars.
  - Employers as guest speakers.
  - Curriculum specific events such as the Working Options Event in IT.
  - Trips and visits to places of employment.
  - Community volunteering and engagement with Social Enterprise projects.
  - Engagement with business mentors.
  - 'Working' for the College as a College Ambassador or Champion.

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- Taking part in the Duke of Edinburgh Award scheme
- Participating in charitable and fund-raising events and activities

2.5 Students will be made aware of this range of activity through:

- The weekly distribution of a careers and work experience bulletin
- The weekly Moodle NewsBites
- Social Media platforms such as Twitter

2.6 Students will also have access to:

- A specialist Work Experience Officer and a qualified Careers team.

## 3. Roles and Responsibilities

3.1. Colleagues involved in ensuring the provision of work experience / work related activity for students include;

- Vice Principal Student Support, Guidance and Progression
- Work Experience Officer
- Careers Team
- Director of Pastoral
- Progress Tutors
- Heads of Department or Faculty / Course Teams

## 4. Objectives

4.1. The Gatsby Foundation state that “By the end of their study programme, every student should have had at least one experience of a workplace, additional to any part-time jobs they may have.”

4.2. The College therefore will strive to provide experience of at least one workplace for students.

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- 4.3. For some this will be a mandatory part of their qualification. For others, it will be to need, work to support progression to University or a particular career.
- 4.4. The College will ensure that appropriate paperwork for a safe workplace experience is completed. This will include, where relevant;
- Processing student application for work placements and recording placement details.
  - Ensuring that parent / carer consent is obtained and recorded.
  - Processing DBS checks where this work placement requires a DBS check to be carried out.
  - Liaising with the work placement to ensure that an up to date Employer Health and Safety Risk Assessment is completed. This will encompass general health and safety, Safeguarding and Safety policies, as well as ensuring appropriate Insurance is in place.
  - Where a student has disclosed a medical condition, disability or learning difficulty, making the work placement aware, as appropriate, so that reasonable adjustments can be made, and control measures put in place to ensure the safety of the student.
  - Providing the student with a Work Experience Diary to complete during the work placement. This will be used to review individual learning, and also act as a record of achievement.

## 5. Encounters with employers

5.1. To achieve Gatsby benchmark 5, all students must have at least two meaningful encounters with a local or national employer per year, during their time at the College. This can include either a session delivered within the College or an external trip or visit. These 'meaningful encounters' are mostly organised and planned by curriculum staff, and provide opportunities for students within the curriculum area to gain experience of and insight into how their studies in the subject link to wider employment opportunities, pre or post university.

5.2. Examples of such encounters in College include:

- talks from professionals such as physiotherapists, doctors, nurses, accountants, the police, the army etc.
- talks from Higher Education staff
- external visits to local businesses, local universities, and other relevant workplaces, such as the Law Courts.

5.3. The Local Enterprise Partnership (LEP) provides important labour market information for the College, helps facilitate employer encounters and provides opportunities for students

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to gain work experience in a variety of workplaces. This important link helps the College to evidence all eight Gatsby benchmarks.

### 6. Review of Policy and Communication to staff and students

The Senior Leadership Team own this policy. Staff are informed of any review of the policy through the daily staff news and the policy will be housed for staff in the “College Policies” area of Moodle. Students are informed via moodle bites and the policy for students will be housed in the Careers section of the College’s website.

Version	Date	Author(s)	Comments	Approval Route/ Date	Date of Next Review
1	Nov 2018	Kam Rogerson	New Policy	SLT Nov 2018	
2	February 2021	Lee Goddard	Policy Review	SLT Feb 2021	Feb 2022

### Equality Impact Assessment

Question	Response
1. Name of policy being assessed	Work Experience Policy
2. Summary of aims and objectives of the policy	The purpose of the policy is to clearly identify the work experience provision offered by the College.
3. What involvement and consultation has been done in relation to this policy? <i>(e.g. with relevant groups and stakeholders)</i>	The Vice Principal, careers manager and work experience co-ordinator worked together on it.
4. Who is affected by the policy?	HNC students
5. What are the arrangements for monitoring and reviewing the actual impact of the policy?	The policy will determine the offer to all students regarding work experience.

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Protected Characteristic Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment made)
Disability	Positive Impact	The policy sets out the College's expectations and of the offer of work experience to all students regardless of protected characteristic.	N/A
Gender reassignment	Positive Impact	As explained for disability	N/A
Marriage or civil partnership	Positive Impact	As explained for disability	N/A
Pregnancy and maternity	Positive Impact	As explained for disability	N/A
Race	Positive Impact	As explained for disability	N/A
Religion or belief	Positive Impact	As explained for disability	N/A
Sexual orientation	Positive Impact	As explained for disability	N/A
Sex (gender)	Positive Impact	As explained for disability	N/A
Age	Positive Impact	As explained for disability	N/A

### Evaluation:

Question	Explanation / justification	
Is it possible the proposed policy could discriminate or unfairly disadvantage people?	The policy describes the offer of work experience to all students in the College.	
Final Decision:	Tick the relevant Box	Include any explanation / justification required
1. No barriers identified, therefore activity will <b>proceed</b> .	✓	The basis of the policy and expectations have been discussed with a wide range of staff.

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2. You can decide to <b>stop</b> the policy or practice at some point because the data shows bias towards one or more groups		
3. You can <b>adapt or change</b> the policy in a way which you think will eliminate the bias		
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to <b>proceed with caution</b> with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		

Reviewed by: (Author)	Lee Goddard
Date:	29/11/21
Review date (if applicable):	
Approval by: (SLT Lead)	Catherine Cushnie
Date:	29/11/21