



Valley College

## WORK EXPERIENCE POLICY

Valley College learners will carry out placements either independently or supported. Learners usually change placements each term but if it is decided that the learner has more to learn at the end of the term then they may continue with that placement into the next term.

### **Aims:**

The work experience programme at Valley College will ensure that learners:

- Gain greater understanding of the requirements of working in a work environment
- Identify their strengths and areas for development
- Establish realistic employment opportunities for the future
- Recognise the health and safety implications of the workplace
- Evaluate their own contribution to the experience
- Provide a work related context to support and enhance the curriculum including functional and key skills
- To gain valuable evidence for their Progress File/Life skills planners

### **Principles:**

- Key components of success are clear learner preparation, briefing by the college regarding the needs / abilities of the learner to all staff working in the placement and an induction period supported by the Work Experience Co-ordinator
- Learners should have the opportunity to reflect upon the experience and discuss with form teachers (IAG)
- There should be opportunities for the learner to extend his / her experience through challenging activities
- There should be criteria for assessing the success of the individual learner experience and the success for the whole programme.

### **Responsibilities of the Head of College:**

- To plan placements alongside the Work Experience Co-ordinator to ensure that the experience is purposeful, challenging and tailored to the individual needs of the learner.
- To provide safety clothing and equipment if necessary

### **Responsibilities of the Work Experience Co-Ordinator:**

- Risk assessments/consent forms
- To provide an induction for learners explaining Health and Safety Procedures, Fire Procedures, First Aid and standards of behaviour expected.
- Supervising and supporting learners during the induction period (one week)
- To ensure that all staff in the college are aware of any changes to the timetable
- Organisation of uniforms
- Observations / witness statements and photographic evidence

### **Responsibilities of PACE Support staff:**

- To provide clear guidance regarding the safe use of equipment and an outline of the task (s) that the learner would be expected to do on a daily basis
- To provide clear guidance regarding prohibited areas or activities.
- To complete an evaluation at the end of the placement.

### **Responsibilities of Learners:**

- To be punctual.
- To be polite and courteous.
- To have hair tied back if necessary.
- To ensure that hands and nails are clean.
- To wear appropriate uniform.
- To respect the needs of the employer and to actively learn about the organisation.
- To record their experiences and give feedback at the end of the placement.

### **Responsibility of Advocates:**

- To support the learner and the college during the placement.

### **The initial stages**

Learners will examine their ideas and opportunities as reflected in their Aspiration Learning Journey, through individual discussions with their lecturer and work experience coordinator. Learners will be offered a broad range of realistic placements and will also be given the opportunity to practice skills learnt in work based training sessions.

### **Pre-work experience**

Prior to placements starting, learners will attend a mock interview/induction, where the following points are highlighted;

- No go areas
- Confirmation of working hours and break times
- Standards of behaviour expected
- Care of own/employer's property

- Cloakroom, staff room and toilet facilities
- Refreshment arrangements
- Suitable clothing
- Health and Safety Policy
- Fire Procedures
- First Aid

The learner will be supervised by a PACE Support member of staff. The learner's inexperience and lack of awareness of potential hazards in the workplace will be taken into account at all times, to ensure that their personal safety is maintained whilst on work experience.

### **The placement**

Learners where appropriate, will be expected to be punctual and dressed appropriately for their placement e.g. safety boots, shirt and tie etc (appropriate dress is established at the initial meeting with their employer)

Employers will be asked to complete a feed-back form to help the learner evaluate their experience. This can be either written or photographic along with a short statement by the supervisor or job coach.

### **Post-work experience**

Employers of learners who are independent are asked to provide a short statement about the learners' overall placement and complete an evaluation list covering the following points;

- Attendance
- Timekeeping
- Appropriateness of clothing
- Ability to understand signs and written instructions
- Ability to understand verbal instructions
- Attitude to supervision
- Ability to work unsupervised
- Relationships with other workers
- Ability to adapt to new situations/tasks
- Aptitude for this type of work
- Interest shown
- Behaviour during work experience

	<b>Name/Initials:</b>	<b>Date:</b>
<b>Reviewed:</b>	EM	Feb 2019
	SJ	Sept 2020