



**lifeworks**

Learning disability champions

Lifeworks Charity Limited

## **Work Placement Policy V3.1**

September 2024

Notice to staff using a paper copy of this guidance, the Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.

Owner: Head of College

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## **1.0 Equality, Diversity and Inclusion**

1.1 Lifeworks is committed to encouraging equality, diversity and inclusion among our workforce and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The Charity, in providing services, is also committed against unlawful discrimination of service users or the public.

## **2.0 Introduction**

2.1 Welcome to Lifeworks Further Education College, a specialist college for young people with learning disabilities who have completed their compulsory schooling, who may have additional physical disabilities and associated medical needs.

## **3.0 Purpose**

3.1 The aims of the policy are:

- Ensure that the students have access to the opportunity of a safe, secure and appropriate placement.
- Ensure that the process is clearly defined and explains the procedures which must be followed in relation to Work Experience for students.
- Ensure that students have a documented record of the work experience they have completed.
- Ensure that the placement meets the requirements of the student, employer and funding authorities. It is the responsibility of all staff to support students to access Work Experience.

## **4.0 Scope**

4.1 This policy applies to all students undertaking a programme of study at Lifeworks FE College.

## **5.0 Definitions**

5.1 “*Work experience*” is designed to bridge the gap between education and the world of work. It can help inform career choices, provide the opportunity for young people to prove themselves to an employer, and help instil the attitudes and behaviours expected at work. Work experience can take many forms including work tasters; running a student enterprise; participation in social action, volunteering or a work placement.

## 6.0 Responsibilities

It is the responsibility of all staff to support students to access Work Experience, with Risk Assessments to be completed by the Work Placement Coordinator and approved by the DHoC/HoC, and adhered to by all staff/employers involved in the placement.

## 7.0 Work Placements

7.1 Students taking part in work placements are likely to benefit in the following areas:

- Employability and key skills – gaining insights into skills and attitudes required by employers; opportunities to develop, practise and demonstrate key skills in a work setting, in particular, recognising hazards, assessing and controlling risks, working with others, ICT skills and improving their own learning and performance.
- Careers education and guidance – a better understanding of the world of work and the implication this has on their own futures.
- Personal and social development – the development of increased maturity, with improvements in aspects such as self-confidence and interpersonal skills.
- General learning – opportunities to enhance students’ practical understanding of a range of health and safety issues.

7.2 The College Work Placement Coordinator will work with tutors and students to find appropriate placements

7.3 Risk Assessments will be completed for placements by Lifeworks College staff and details of Employers’ Liability Insurance will be stored and updated as required

7.4 Students will meet with the employer prior to placement to allow familiarisation

7.5 All students will be given appropriate support by College staff to enable them to gain maximum benefit from the placement

7.6 Whilst on placement students will complete a log of their experience which will be provided by the College.

## 7.7 Conditions of work placements

During a placement the student will be expected to:

- Dress appropriately for the job to promote safety;
- Be punctual;
- Follow instructions and accept suggestions – ask for help when needed;
- Act in accordance with Health & Safety requirements;
- Have a good attendance record;
- Behave on the job in a way that reflects well on the employer, College and fellow workers;
- Follow the routine of the workplace as requested by the employer;
- Show respect for the employer’s property;
- Students will work hours as agreed by the employer, College and parents/carers within the transport constraints of each student;
- If appropriate, students should have meal breaks in line with the conditions observed by the employers.

- 7.8 An employer's guide will be provided to placements in advance of the placement commencing, with clear responsibilities detailed, along with details of safeguarding processes
- 7.9 The work placement programme is co-ordinated, planned, monitored and evaluated by the Work Placement Coordinator and student Tutors

7.10 **Supported Internships**

The College runs Supported Internship programmes for students who have previously attended on a full-time basis and who they feel are capable of participating in voluntary work placements or paid employment when they leave College.

These Internships involve at least 2 days a week in a work placement with decreasing amount of Job Coach support through the year. The outcome for any Supported Internship programme is that the student becomes more 'work-ready'.

8.0 **Monitoring compliance**

This policy will be monitored and reviewed through:

- Employer feedback
- Staff evaluation
- Termly Course Performance Reviews
- The College Self-Assessment Report and Quality Improvement Plan

**Appendix A**  
**Policy Information Chart**

<b>Title</b>	Work Placement Policy
<b>Document purpose/summary</b>	The aim of this policy is to have a clear and fair Admissions policy for those wishing to study at Lifeworks College, meeting the needs of all stakeholders involved in the process
<b>Owner</b>	Head of College
<b>Policy Department</b>	Service Area Specific: College
<b>Ratification date</b>	Sept 2024
<b>Review date and frequency</b>	Every 2 years, or earlier if there is a change in evidence or legislation
<b>Consultation process</b>	College staff
<b>Ratified by</b>	CGC
<b>Target audience</b>	All Lifeworks staff, students, employers
<b>Circulation</b>	Electronic: Intranet Written: Upon request to the Policies Administrator Please contact the Policy Administrator if you require this document in an alternative format.
<b>Equality analysis checklist completed</b>	Yes
<b>References/sources of information</b>	Ofsted Further Education & Skills framework 2022 Skills & Post 16 Education Act ESFA 16-19 Study Programme Guidance (2022 to 2023)
<b>Associated documentation/cross referenced policies</b>	Data Protection GDPRUK Policy <a href="https://www.gov.uk/data-protection">https://www.gov.uk/data-protection</a> Health & Safety Policy Health & Safety at Work Act <a href="https://www.hse.gov.uk/legislation/hswa.htm">https://www.hse.gov.uk/legislation/hswa.htm</a> DBS Policy Keeping Children Safe in Education Policy 2024 <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a> SEND Code of Practice <a href="https://www.gov.uk/government/publications/send-code-of-practice-0-to-25">https://www.gov.uk/government/publications/send-code-of-practice-0-to-25</a>
<b>Supersedes document</b>	Work Placement Policy V3.0

**Executive approval is subject to the understanding that the policy Owner has followed the organisation process for policy ratification.**

## Document Review History

Version no.	Type of Change: Major, minor, none or taken out of use	Date	Author of change	Description of change
1.0	New document	Jan 2016	Teacher in Charge	New document
2.0	Minor	Jan 2019	Teacher in Charge	Update
3.0	Minor	Sep 2022	Head of College	Update format
3.1	Annual Review	Sep 2024	Head of College	None