



1.2.2 Work Placement

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Policy area:	1.2 Programme Delivery
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Purpose

The purpose of this procedure is to detail how KWETB ensures consistency and Quality Assurance in the administration and management of KWETB learners during work placements.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

The term 'work placement' includes:

- Work Experience
- Work Placement
- Work-based learning
- Simulated experience

In KWETB, work placement is perceived as an integral part of the learning experience whether integrated during programme delivery or provided at the end of the learner's engagement with a programme. Work Placement gives learners opportunities to try out their new and developing skills in the workplace, and learn from that experience.



KWETB personnel are responsible for ensuring that the quality of the experience is high, and that learners develop skills that can be assessed as part of their programme. The establishment of positive working relationships with employers is critical to the success of placements for learners.

Procedure – 1.2.2 Work Placement

1	<p>The Programme Co-ordinator should ensure that all work placement documentation is collated and filed in a single location.</p> <p>The Programme Co-ordinator should ensure that this documentation is accessible to relevant personnel.</p> <p>The Programme Co-ordinator should create a file for each learner documenting work placements including associated legal and formal documents.</p>
2	<p>The Programme Co-ordinator should ensure that all documentation, including insurance documentation, relevant to work placement is reviewed and updated prior to commencement of either the year, or the programme.</p>
3	<p>The Programme Co-ordinator and the teaching team should devise a timeline and plan for work placement for the duration of the programme or course ensuring that the plan for work placement is integrated with the centre calendar.</p>
4	<p>The Programme Co-ordinator should develop a directory of employers from the local area, or a directory of employers relevant to a specific vocational field.</p>
5	<p>The Programme Co-ordinator and the teaching team should engage strategically with employers to devise work placement plans and programmes, for example, identifying the best time of the year for students to participate in placement.</p>
6	<p>The teaching team should review programme descriptors to identify the most appropriate types of placements for the field in question prior to giving information to learners.</p>
7	<p>All staff with responsibility for work placement should ensure that plans for work experience are designed so that placements align correctly with the requirements of the programme descriptor.</p>
8	<p>All staff with responsibility for work placement should ensure that they liaise with the employer to discuss current module descriptor learning outcomes.</p>
9	<p>The Programme Co-ordinator should ensure that employers are appraised of their responsibilities in relation to assessment of learners. These include, for example:</p> <ul style="list-style-type: none"> • Providing evidence of insurance cover for the student who will be on site. • Identification of a staff member who will act as a supervisor and liaison contact with the centre/college. • Providing the learner with appropriate ID and PPE where applicable

	<ul style="list-style-type: none"> Providing assurances regarding health and safety in their workplace
10	All staff with responsibility for work placement should review relevant documentation and be fully aware of the requirements for informing learners of work placement requirements and for organising work placements.
11	<p>All staff with responsibility for work placement should ensure that information sessions are provided for learners to describe the purpose and intent of work placement.</p> <p>All staff with responsibility for work placement should ensure that learners are informed of their responsibilities in relation to work experience and of the centre/school supports available to them to ensure a positive experience.</p>
12	All staff with responsibility for work placement should support learners to seek work placements and should work with learners to identify the key areas for development that can be achieved and assessed during the placement.
13	<p>The Learning Practitioner responsible for work placement should make an appointment with the employer or supervisor either by phone, online or in person, to discuss the learner's performance against the agreed goals.</p> <p>The Learning Practitioner responsible for work placement should debrief the learners following their work placement.</p>
14	In the event of longer placements, the Learning Practitioner responsible for work placement should visit the employer at the beginning, middle and end of the placement. In the case of shorter placement, a phone call/teams meeting may suffice.

*note – Potential separate procedure for new ELC work placement – To be confirmed

Link to other Policies/Procedures

1.3.1	Development and Design of Assessment
1.3.2	Information to learners about Assessment
2.1.1	Student Induction
2.1.3	Information to Learners



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