

# WORK READINESS & INDUSTRY PLACEMENT POLICY

<b>Audience:</b>	STUDENT
<b>Requirement:</b>	Recommended
<b>Policy Owner:</b>	Executive Director Business & Civil Partnerships
<b>Review Delegation:</b>	SLT
<b>Review Cycle:</b>	Every 2 years
<b>Last Review:</b>	December 2024
<b>Due for Review:</b>	December 2026

# **SOUTH HAMPSHIRE COLLEGE GROUP**

## **WORK READINESS & INDUSTRY PLACEMENT POLICY**

### **1.0 Statement of Principles**

1.1 This policy aims to provide students with valuable work experience opportunities, enhancing their skills, employability, and understanding of the professional world.

### **2.0 Scope**

2.1 Our Work Placement Team supports all full-time study programme students, across South Hampshire College Group.

2.2 The College sets the expectation that all students will have undertaken an external work placement or participated in a significant number of employer encounters during their time at college, in line with Gatsby benchmarks.

### **3.0 Detail**

3.1. The following terms are used in this policy:

- **Industry Placement** – Work placement activity relating to a T Level Programme.
- **Work Experience** – Work experience activity as details below, relating to all study programmes that are not a T Level programme.
- **WPO** – Work Placement Officer
- **UAAR** – Urgent Attendance Alert Register

### **4.0 T Level Industry Placements**

4.1 South Hampshire College Group ensure full compliance with the industry placement core principles and guidance set out in the Department of Education Industry Placement Guidance.

#### **4.2 Working Environment**

Industry Placements are to take place in a working environment - For some T Level subjects, students have the flexibility to do up to one fifth (20%) of the placement hours remotely – see [Annex A](#) for what T Levels this delivery approach can be used for.

#### **4.3 Relevant to the occupational specialism**

Must be focused on developing up-to-date technical skills and specialist knowledge required for the students' occupational specialism, which is underpinned by the qualification content that students are studying.

#### **4.4 Number of Employers**

A placement can be split across 2 employers, if considered necessary for 'breadth of content' and/or beneficial for students.

#### **4.5 Number of Hours**

Must be for a minimum of 315 hours (there is no upper limit), which can include up to 35 hours of work taster activities, if relevant to all the occupational specialisms within the T Level. See [Annex A](#) for eligible work taster activities. The only exception currently is the Early Years Educator occupational specialism, within the Education and Early Years T Level, that must be for a minimum of 750 hours.

#### 4.6 **Working Hours**

It must be organised in line with the normal requirements of the industry, which may be outside the academic timetable or normal provider working hours.

#### 4.7 **Completion**

To complete their placement students must:

- demonstrate sufficient progress towards their learning goals
- work directly to an external employer
- have been on placement for the minimum number of hours

#### 5.0 **Work Experience**

5.1 Work Experience must comply with DfE Funding Regulations and be:

- Directly relevant to the student's study programme or careers aspirations
- Planned in the student's timetable or learning plan
- Supervised and/or organised by a member of staff
- Tailored to individual students' learning and development

5.2 **Work Experience activity includes:**

- External Work Placement
- Internal Experiences that reproduce aspects of the work environment, including college restaurants, hairdressing salons or car repair centres.
- Social Action i.e. volunteering, campaigning and fundraising.
- Student Enterprise Projects
- Work Tasters i.e. job shadowing, industry talks, employer site visits, mock interviews, pre-placement meetings, trials or taster days with an employer.

#### 5.3 **Hours**

Work Experience students will aim to complete the number of hours relevant to their study, as set in the College's Curriculum Plan.

#### 5.4 **Part-time work**

As [DfE Funding regulations](#) (section 110) states, a student's independent work experience or part-

time work is not funded as part of a study programme, even if relevant.

## **6.0 Responsibilities**

### **6.1 Students**

- Complete necessary paperwork as requested by tutors or Work Placement Officers.
- Self-assess readiness for placement.
- Take an active role in agreeing relevant areas of development and setting targets.
- Adhere to the Work Placement Learner Agreement whilst on placement.
- To attend any progress reviews arranged by the tutor or Work Placement Officers.
- Use Grofar to log hours worked and evidence of experiences.
- Self-reflect and provide feedback on the placement upon completion.

### **6.2 Staff**

- Our team of Work Placement Officers (WPO) support students to identify, prepare for and successfully complete workplace experiences.
- WPO's ensure health and safety checks, insurance validation and DBS checks (where applicable) are carried out prior to placement starting.
- WPO's ensure that any education, health, cultural or wellbeing needs of the student are communicated to the employer and reasonable adjustments put in place to ensure student needs are supported whilst on placement.
- WPO's monitor student attendance at placement on Grofar.
- WPO's will undertake placement reviews in line with work experience and industry placement procedures and record the outcomes on Grofar.
- WPO's communicate with the student and employer regularly, in line with the placement delivery model.
- WPO's address any issues reported to them within placement in a timely manner.
- Tutors are able to monitor their students' progress on Grofar.

### **6.3 Employers**

- To lead by example, role modeling professional behaviours, integrity, respect, accountability and ethical behaviour within the workplace.
- To maintain open communication, provide clear instructions, constructive feedback and active listening to support students' learning experiences.
- To promote inclusivity and teamwork, respecting diversity and fostering an environment where students feel safe, supported and appreciated for their unique perspectives and contributions.
- To assign meaningful tasks and projects that contribute to the student's learning and skill

development.

- To provide the student with a formal induction including any relevant health and safety instruction and training.
- To promptly notify the Work Placement Team of any accident, injury, or near miss involving our students.
- To report student absences in line with the Work Placement absence reporting procedure.
- To notify the Work Placement Team of any significant change to the work placement, work process or activity.
- To promptly notify the Work Placement Team regarding any early termination of placement because of student inappropriateness or any other difficulties regarding the student.
- To co-operate with any reasonable requests from **South Hampshire College Group**, including allowing access for quality assurance visits by **South Hampshire College Group** staff.
- To only disclose any personal student information to individuals who are required to know and store any information in a secure environment such as password protected electronic storage or locked cupboards that have limited access. Once the placement is complete, information must be destroyed.

## **7.0 Safeguarding**

- 7.1 All placement hours must align with the [Working Time Regulations](#).
- 7.2 The College ensures that all placement employers adhere to health and safety standards.
- 7.3 Employers are made aware of South Hampshire College Group safeguarding and prevent policies and procedures.
- 7.4 Health and Safety Assessments are carried out prior to commencement of placement and are reviewed on a yearly, bi-yearly basis, in line with the level of risk identified.
- 7.5 Absence reporting procedures are in place to safeguard all students including students on the UAAR register.
- 7.6 Any safeguarding concerns reported to the Work Placement team will be referred to the student's campus Safeguarding Team immediately.
- 7.7 In the event that there are any concerns for a student's safety whilst on placement, the student will be immediately withdrawn until such time as it is safe for them to return.

## **8.0 Student Readiness**

- 8.1 Students have the opportunity to discuss and review their own work readiness progress with their teachers through the tutorial process using the online tool Grofar.
- 8.2 Tutors will assess the readiness of individual students and inform the Work Placement Team if students are not ready to attend external placement.
- 8.3 Tutors will support students who are not ready to undertake external placement, to identify

activities they can take part in, to help them progress towards external placement in the future.

## **9.0 DBS (Disclosure Barring System)**

- 9.1 The Work Placement Team coordinates DBS checks for full-time students who require them for their placements.
- 9.2 The Work Placement Team will liaise with employers providing placements and request employer DBS checks, where necessary.

## **10.0 Monitoring & Feedback**

- 10.1 Regular check-ins and a final assessment are conducted to ensure the placement's success.
- 10.2 Students and employers will provide feedback at the end of placements.
- 10.3 Feedback is recorded on Grofar and shared with all relevant parties to ensure learning, both positive and constructive, can take place.