



## **WORK PLACEMENT POLICY**

### **1. Aim:**

The aim of this policy is to:

- Ensure all staff and relevant stakeholders are aware of Work Placement processes and procedures, supporting them to meet required outcomes.
- Ensure compliance requirements are adhered to, including areas which require learner DBS checks ahead of placement.
- To outline clear expectations and responsibilities at each stage of the Work placement process.

### **2. Scope:**

This Policy applies to all Brent Start learners who undertake a period of paid or voluntary/unpaid work in a relevant workplace as an assessed part of their course.

### **3. Definition:**

Work placement refers to a planned specific workplace experience or period of learning, outside of Brent Start, where the learning outcomes are an intended and integral part of the programme and module or unit of study.

### **4. Planning:**

To support our learners to develop relevant employability skills and become familiar with current industry practices, Brent Start endeavours for our work experience will be aligned with awarding bodies', GLA and OFSTED requirements; available to all students where appropriate; safe from both Health and Safety and Safeguarding perspectives; monitored and supported by relevant curriculum staff and integrated into the scheme of learning and to each learner's individual learning plan.

### **5. Responsibilities:**

#### **5.1 Brent Start**

Brent Start will carry out pre-placement checks including that the employer complies with the Health and Safety at Work Act (1974) and will report any safeguarding concerns to the safeguarding officer to ensure the safety and wellbeing of the learner whilst working with the employer.

Brent Start has a responsibility to ensure that any staff involved in the management or administration of placements have appropriate training and are aware of their responsibilities in the process.

## 5.2 Employers

Employers must comply with Health and Safety Legislation, for example, having up-to-date Employer's Liability Insurance; assessing the risks of a learner on placement; providing training; instruction and supervision. The primary responsibility for meeting statutory Health & Safety requirements within a placement remains with the employer.

The employer will provide a quality experience for the learner, relevant to the learners' course of study and will, as far as reasonably possible, enable the learner to learn and develop and meet their agreed objectives/learning aims.

The employer will report any concerns regarding the learner, including absence, at the earliest opportunity. The employer will verify the attendance of the learner on the work placement on a weekly basis.

## 5.3 Curriculum staff

Curriculum staff will identify the preferred timings, patterns and content of work experience as part of curriculum planning and assessment. Students will be required to undertake DBS checks where this is a requirement of the place of work and each curriculum area will co-ordinate and administer DBS checks with the support of the LSSO team.

It is the responsibility of the relevant curriculum area to ensure that learners are suitably "work ready" for the work experience activity being arranged and to undertake pregnancy risk assessments where appropriate, as well as liaise with the work experience team and employer to ensure that any reasonable adjustments required are put in place.

Should any issues arise during the placement activity, relevant Programme Lead will liaise with employers and learners in relation to the situation. If the issue has arisen due to negative learner behaviour, this is escalated to the Senior Programme Lead and pursued in line with the Learner Management Policy. Brent Start is committed to ensuring that learners on a work placement perform and conduct themselves in an acceptable manner and reserves the right to refuse or withdraw a work experience opportunity where a learner's behaviour is not to acceptable standards.

Each curriculum area will ensure that the learners are prepared to act appropriately in the workplace, understand employer expectations and will be provided information on general health and safety issues prior to their placement.

## 5.4 Learners

Learners on placement have the same Health & Safety responsibilities as any other employees in the workplace. They must take reasonable care for their own Health & Safety and for the Health & Safety of other people who may be affected by their acts and omissions. They must immediately raise any concerns including safeguarding whilst on placement with their Brent Start tutor or a safeguarding officer.

They must also cooperate with the placement provider in complying with the placement provider's legal duties. Disclosure and Barring Service (DBS) checks may have to be completed by some learners before placements can begin, e.g. Health and Social Care & Childcare learners. Learners should be aware of their agreed objectives/learning aims whilst on placement.

Learners are expected to treat the work placement no different than paid employment and be fully committed to 100% attendance and punctuality. They should inform their Brent Start tutor and the employer if they are unable to attend on a given day. Issues related to attendance and punctuality on the placement will be treated in line with the Learner Management policy, in the same way as onsite attendance for the taught element of their programme of study.

### **6. Monitoring:**

Workplace experience is monitored and evaluated annually through Brent Start quality assurance processes including the SAR process.

Learner satisfaction surveys are carried out throughout the year to assess learner satisfaction of the quality of the careers provision and the placement experience. Learners and employers are encouraged to provide feedback to support the quality assurance process.

### **7. Complaints:**

In the event of a complaint being made either by a learner or an employer about their interaction with Work placement, concerns are raised with the relevant Programme Lead. Where possible, the issue will be resolved and supported with a discussion with the learner, Programme Lead and employer.

If the complaint is formal, this is pursued through the Complaints Policy.