

## **Bilborough Sixth Form College** **Work experience Policy**

Work experience is an important and integral part of the education and experience of our students during their time at college. Work experience provides opportunities to develop awareness and skills for the world of work and demonstrate skills they have learned in the workplace.

### **1. College expectations**

All students are expected to engage in work experience. This refers to all forms of work-related activity including work tasters, running a student enterprise, participation in social action (e.g. NCS), volunteering or a work placement taken with an external employer. As many students as possible are encouraged to complete a placement which they source themselves or find via one of the college links but whichever route they choose, students must follow the procedures below for this to be considered as work experience.

These activities will take place during the programme of study, ideally in year 12, and can be completed in college time subject to the necessary approval (see below) or in a remote meeting.

### **2. Timescales**

Students may choose from a whole range of activities across the two years of their study programmes. These could include college organised trips to workplaces (following COVID Gov guidelines), visits from employers and activities within college. Any student who reaches the end of year 12 without having completed any work experience will be expected to attend a session during the colleges Work related experience progression week (WREP week) or remote WEX opportunities.

### **3. Role of the college**

The college has a centrally coordinated system for administering work related activities. Students must see the coordinator and log the placement. This applies whether they are organising the placement themselves or they are seeking the help of the college in recommending a possible placement.

Prior to the meeting the student should confirm:

- i) Where is the placement?
- ii) When will the placement take place?
- iii) How will this placement benefit my future career aims?

### **4. The process**

#### **Section 1: Physical placements**

##### **Before the placement**

Students book a meeting with the work experience co-ordinator and complete an online form with the details of the proposed placement. At the initial meeting the student will receive advice and guidance. This must take place at least 2 weeks before the work

experience is due to begin so that the necessary checks can take place to ensure that the required Health and Safety Executive guidance is followed. (see HSE guidance)

If the student is granted permission to complete the placement an online form is sent to the employer to complete. The form will ensure all health and safety checks (including a COVID risk assessment) and necessary details are agreed and shared with the student/college. This form must be electronically signed by the person taking responsibility for the student at the place of employment and returned to the work experience coordinator for approval at least 1 week before the visit takes place. The employer must confirm that they have the necessary risk assessments including COVID and that the measures in place have been explained to the student.

The parent/carer of the student will receive an email from the Work Experience Coordinator once the placement has been confirmed. If a parent/carer has any reason to believe the placement should not take place, then the college will remove the authorisation for the placement to take place.

The college may refuse to authorise a placement in cases of:

Incomplete paperwork  
Environment deemed too high-risk for students  
Employer not able to confirm arrangements in place for liability insurance or COVID risk assessment/COVID measures.

### **During the placement**

College representatives will reserve the right to contact the employer, monitor the placement and may visit the students. The students welfare is of paramount importance and students will be made aware that should any safeguarding concerns (e.g any form of discrimination, bullying or other safeguarding concern) arise during the placement they should contact the safeguarding team at college immediately and cease from their participation in the process and report it immediately to the WEX co-ordinator  
Joanna.Zielinska@bilborough.ac.uk

### **After the placement**

The student completes a review of the process. This will capture/record any employability skills gained and give an opportunity to review how safe and appropriate the placement was. Any unsafe practices disclosed by students will be followed up and investigated before other students attend the same placement company.

Any work experience not gained through this process will not be counted as part of the student's study programme and the college takes no responsibility for such activities. Students will be informed of this during the start of year process.

## **4. Section 2: Remote virtual Work Experience Policy (if Government restrictions do not allow Physical work experience placements or if a remote placement can be completed by a student)**

The following processes are to minimise risks and ensure safeguarding/safe approaches to the system

Students book a meeting with the work experience co-ordinator and complete an online form with the details of the proposed placement. At the initial meeting the student will receive advice and guidance. This must take place at least 2 weeks before the work experience is due to begin so that the necessary checks can take place to ensure that the required Health and Safety Executive guidance has been followed. (see HSE guidance)

A Microsoft Form will be sent to the employer requesting information about the work experience including:

- (a) Time of day/ date
- (b) Number of people involved in the session/meeting and an agreement to share an invite to [Joanna.Zielinska@bilborough.ac.uk](mailto:Joanna.Zielinska@bilborough.ac.uk) and [andrew.ball@bilborough.ac.uk](mailto:andrew.ball@bilborough.ac.uk) to attend
- (c ) If the session will be recorded and who has access/ how long will it be stored
- (d) An agreement that the recording (if made) will not be shared on any other platform publicly
- (e) An agreement to give feedback on the session/activity to the learner through an additional MS Forms feedback sheet

The provider must also communicate with the student via their Bilborough Sixth Form College email to explain to them:

The privacy notice used by their organisation (purpose of collection of data etc.) and to collect the student's acceptance of the privacy notice before beginning the remote sessions/activity

Only at this point will we take the decision to authorise and record the placement as work experience.

We reserve the right not to authorise a placement if we feel that appropriate safeguarding and privacy requirements are not being followed.

### **During the placement**

College representatives reserve the right to monitor the placement (including attending the session/meeting). The students welfare is of paramount importance and students will be made aware that should any safeguarding concerns (e.g any form of discrimination, bullying or other safeguarding concern) arise during the placement they should contact the safeguarding team at college immediately and cease from their participation in the process and report it immediately to the WEX co-ordinator  
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