

Work Experience Policy and Procedures

QUAL/1/006

Work Experience Policy

Section 1

Responsible post holder	Deputy Principal Apprenticeships, Adults and Higher Education & College Principal Greenwich
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Table of Contents

1.0 Introduction	4
1.1 Learner Entitlement	4
1.2 Monitoring Performance	4
2.0 High Quality Work Placements	5
2.1 Other Types of Work Placement	5
2.1.1 Social Action	5
2.1.2 Part-Time Work	6
2.1.3 Supported Internships	6
2.1.4 Realistic Work Environment	6
2.1.5 Work Related Projects	6
2.1.6 T Levels	6
2.1.7 Guest Speakers and Industry Experts	6
2.1.8 Payment for Work Experience	6
3.0 What We Want to Achieve	7
3.1 Benefits to Learners	7
3.2 Benefits to Employers	7
3.3 Benefits to College Staff	7
4.0 Delivery Models	7
4.1 Preparation for Work Placements	7
4.2 External Work Placements	8
4.3 Project Work	8
4.4 Minimum Expectations	8
5.0 Learner Support and Monitoring	8
5.1 Monitoring Learners	8
5.2 Health and Safety	8
5.2.1 Health and Safety Policy Statements	9
5.2.2 Hours of Work	9
5.2.3 Night Working	9
5.2.4 Risk Assessments	9
5.2.5 Data Protection Act (GDPR) 2018	9
5.3 Roles and Expectations	10
5.4 Bullying and Harassment of Students on Work Experience Placement.....	10
5.5 Monitoring Systems	11

1.0 Introduction

To meet the requirements of the study programme and to ensure that all learners have access to high quality work placements and work-related learning, the College needs to adopt:

- A whole College strategic approach to organising and delivering a work experience programme fully embedded into the Career Advantage strategy.
- A change in mind-set and culture, with a focus on learners intended destinations and career aspirations.
- A systematic way of identifying the skills learners need to develop to achieve their intended destination with a clear line of sight to work.
- A clearly defined role for those supporting and monitoring learners to achieve their goals relating to work experience and the Career Advantage programme.

Career Advantage Plus Centres (Bromley, Bexley and Plumstead)

The CAP Centres are the homes for the Careers and WEX teams and are a one stop-shop for advice on:

- Careers (including CV building, applications, and planning)
- UCAS support
- Work experience
- Industry placements
- Interview techniques
- Apprenticeship vacancies
- Supported internships.
- Volunteering opportunities

1.1 Learner Entitlement

All students on study programmes and some HE learners will complete mandatory work experience, integrated within the Career Advantage programme (part of 'other non-qualification activity') and tailored to meet individual career aspirations.

The importance of work experience is promoted throughout the learner journey, starting at open events, interview, enrolment, and induction. Improving the communication channels with learners to actively promote and explain the concept of work experience will be a focus at the start of the academic year and beyond. This will be done through regular newsletters, workshops, monthly WEX week in partnership with the Student Achievement Tutors team, tutorials and information and drop-in sessions specifically focused on work experience.

Work experience can take many forms including work tasters, enterprise activities, social action, or volunteering. The main form of work experience that the majority of learners are expected to complete is a work placement with an external employer.

THIS WILL BE A MINIMUM OF: 36 HOURS FOR LEVEL 1, LEVEL 2 AND LEVEL 3 COURSES

Curriculum Integration: Integration of work experience information into the curriculum of relevant courses is vital. By incorporating discussions, case studies, or assignments that highlight the practical application of course concepts in a work environment, learners will better understand the significance of work experience. Quarterly Target Review (TSM) meetings will be held with curriculum and the work experience team.

1.2 Monitoring Performance

Navigate is the main portal to capture work experience data, using the relevant sections. We will regularly assess and evaluate learners' understanding and awareness of work experience through surveys, quizzes, or feedback forms. This data will provide insights into the effectiveness

of the implemented strategies. This data on the number of learners completing external work placements and other work experience activities, such as Employability, Enrichment and Pastoral (EEP), will be monitored by Academic Board and form part of the Key Performance Indicators reporting to the Senior Leadership Team.

2.0 High-Quality Work Placements

A high-quality work placement should:

- be purposeful, offer challenge and be relevant to the young person's study programme and career aspirations.
- allow the student to apply the technical and practical skills learned in the classroom/workshop.
- be managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs.
- have a structured plan for the duration of the placement which provides tangible outcomes for the student and employer.
- have clear roles, responsibilities and expectations for the student and employer.
- include some form of reference or feedback from the employer based on the learner's performance.

During placement, a learner may carry out a particular task or duty, or a range of tasks or duties more or less as an employee would do, but with emphasis on the learning aspects. The learner will also be able to find out what skills employers look for when they are hiring someone to fill a job vacancy and have the opportunity to develop self-confidence, communication skills and other employability skills. This will help learners to work better with other people in further or higher education, as well as in their future careers.

The success of a placement relies upon an effective partnership between the employer, the College and the learner.

2.1 Other Types of Work Placement

Work experience needs to be planned, organised, and supervised by the College to ensure it meets both funding requirements and Ofsted expectations. Learners will be encouraged to source their own placements with the support of a central Work Experience Team. Curriculum Team Managers will be responsible for ensuring learners complete all elements of their study programmes, including work experience. Learners with differing needs and at different stages in their development of employability skills can have a range of work experience activities tailored to their needs, such as EEP.

WEX advisors will provide information on the opportunities, industry partnerships, and long-term benefits of gaining practical experience.

2.1.1 Social Action

Youth social action describes young people taking practical action in the service of others to create positive change. Activities can include volunteering, campaigning, fundraising or mentoring.

Common principles of a high-quality youth social action are that it should be:

- Youth-led – led, owned and shaped by young people's needs, ideas and decision making.
- Socially impactful – have clear and intended benefits to a community, cause or social problem.
- Challenging – stretching and ambitious as well as enjoyable and enabling.
- Embedded – accessible to all, and well-integrated to existing pathways to become a habit for life.

- Progressive – sustained and providing links to other activities and opportunities.
- Reflective – recognising contributions as well as valuing critical reflection and learning.

2.1.2 Part-Time Work

Only hours that the work experience team has spent organising the objectives and learning outcomes, with the employer, can count towards study programme fundable hours. The work must clearly relate to the aims of the learner's study programme. The actual hours of work do not count. We will discuss with the employer and student how additional activities can be undertaken, specifically linking these to their course to count as a work placement.

2.1.3 Supported Internships

Suitable for those learners with an Education, Health, Care Plan or a Learning Difficulties Assessment. This might involve an extended external placement that is supported and supervised by a member of the College staff (Job Coaches) or maybe an internal placement within the College.

2.1.4 Realistic Work Environment (BR6, Enhance, Life Centre, Motor Vehicle MOT Centre, Bromley College Shop)

Training in a simulated environment is an option for work experience, for students with needs, and should be used to support progression into an external work placement. However, this can be a valuable part of preparing learners for moving onto an external placement, building their confidence, and giving them an understanding of a work environment. This will count towards EEP activity and an internal placement.

2.1.5 Work-Related Projects

In addition to a work experience placement, work-related projects that are planned and organised by the College can provide learners with additional employability skills. These projects or competitions should be set by an external employer or stakeholder and learners should work on the project independently or in small groups, outside of their core qualification hours. For level 1 and level 2 learners, project work should be viewed as preparation for an external work experience placement.

2.1.6 T Levels

T Levels consist of a vocational-specific work placement of a minimum of 315 hours with agreed learning objectives linked to their study programme, which will provide direct exposure to the equivalent industry through work experience. Employers who take part must be verified as industry relevant and will be encouraged to support the learner to 'experience' a broad range of general duties relating to working in the 'industry'. This can be delivered in Block or Day release models depending on the study programme.

Updated Industry Placement Delivery Approaches

The updated delivery guidance will reduce challenges around the Digital T Level as learners will be able to 'work from college' for 50% of their industry placement. This will help with digital employers who are often remote. Additionally, updates around the small team group projects and skills hub delivery approaches will allow us to utilise our facilities with involvement from employers at college, rather than the need for this to take place offsite. We will continue to enhance these small group projects and skills hub delivery approaches with site visits and offsite activity.

2.1.7 Guest Speakers and Industry Experts

The work experience team and curriculum will invite guest speakers and industry experts to share their experiences and insights during lectures or special events. Learning from real-world examples and how work experience can shape their career paths will benefit learners.

2.1.8 Payment for Work Experience

Provided the duration of the work placement does not exceed one year, payment is not required to be made to students. An employer may wish to help with travel, clothing and/or subsistence costs.

The College will reimburse students for any travel or other expenses relating to work placements in certain circumstances which need to be agreed prior to work experience. Tutors should make students aware of this when planning where to go and what form of travel to use.

3.0 What We Want to Achieve

Specific targets will include:

- All full time (16 – 18) learners will access work experience opportunities.
- All learners will have a dedicated support function for work experience (Work Experience Team)
- 100% of learners will recommend work experience as an important part of their education and training.
- 100% of learners will progress to positive and relevant destinations.
- 100% of learners will improve their employability skills, measured at specific stages of the programme.

3.1 The Benefits to Learners:

- Provides realistic context to their course.
- Develops employability skills and enhances their C.V.
- Stretches career horizons, gives clarity and realism to their career aspirations.
- Helps determine university course admissions.
- 80% of employers think work experience is important when recruiting young people.
- Learners can be offered part-time employment following work experience placements.

3.2 The Benefits to Employers:

- Develops recruitment channels.
- Contributes to the business workforce.
- Influences career choices and dispels unwarranted stereotyped views.
- Promotes vocational qualifications.
- Raises a company's community profile.
- Management and coaching development opportunities for employees
- Increases motivation of employees
- Learners may provide a fresh perspective and should be considered an additional resource.

3.3 The Benefits to College Staff

- A high proportion of learners return from work experience, more motivated to learn.
- Provides opportunities for all learners to achieve tutor-set targets.
- Helps borderline learners achieve academic target grades.
- Lower attaining learners can gain much from a different learning environment presented through work experience.

- Progression into work and positive destinations are key performance indicators for all courses.
- Supports the Career Advantage programme.

4.0 Delivery Models

For most learner's delivery would be in three distinct phases:

4.1 Phase 1: Advantages for Work Placements

- Learners identify career aspirations and complete the skills assessment in Navigate.
- The goals of the work placement are identified.
- The expectations and conduct whilst on placement are agreed with the learner.
- Career Advantage, Work skills, Health and Safety, Prevent and online courses completed as part of the tutorial scheme of work.

4.2 Phase 2: External Work Placements

- Conducted on a weekly basis, each curriculum area will have a dedicated day, or an assigned block week, where learners are off timetable to complete external placements supplemented by employer visits, masterclasses and workshops

4.3 Phase 3: Project Work and Extended Placements

- Learners complete live project briefs set by employers and continue with extended external placements where appropriate.

The exception to this model would be the Health and Social Care (H&SC) and Childcare who would complete placements throughout the year.

4.4 Minimum Expectations and Targets:

- All learners achieve **Bronze Award** Career Advantage as a minimum.
- Learners will explore roles in the industry, develop employability skills and gain insight into career pathways.
- Learners participate in activities including hands-on team challenges, site visits, presentations, talks, interactive workshops and project work (EEP) and virtual work experience.
- Learners to record their work placement and EEP hours, and to complete a daily journal in Navigate.
- Industry role models mentor and support learners throughout the placement.
- Learners attend graduation and celebration events.

5.0 Learner Support and Monitoring

Work Experience Advisors will engage with employers throughout the year to develop work experience opportunities, such as flexible placements for allocated work experience hours on a learner's timetable. In addition to this, the Work Experience Advisors and the Engagement Team will support the curriculum with employer projects, masterclasses and workshops.

Some specialist areas such as Childcare and Health and Social Care (H&SC) will require qualified staff who are approved by the Awarding Organisation and will be responsible for a wider range of activities such as DBS checks for learners and workplace assessments.

5.1 Monitoring Learners

Monitoring work experience placements will be agreed with the learner and employer before the start of the placement. This will be dependent on the duration of the placement, the individual

needs of the learner and evidence requirements for any related qualification. The employer must be contacted to check attendance. This will be automated through Navigate.

5.2 Health and Safety

The Association of British Insurers (ABI), the British Insurance Brokers Association (BIBA), and Lloyds of London have agreed that, as a matter of convention, students on work experience placements should be treated as employees for the purposes of insurance against bodily injury (that is, they will always be covered by the Employers' Liability policy).

Guidelines for employers can be found at:

<https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/business-insurance/liability-insurance/employers-liability-insurance/work-experience-students/>

[Young workers – Advice for work experience organisers \(hse.gov.uk\)](#)

[Young workers – Advice for schools and colleges \(hse.gov.uk\)](#)

[Young people at work - the law - HSE](#)

5.2.1 Health and Safety Policy Statements

By law, any employer with five or more employees must have a written health and safety policy statement. Possession of this may provide a useful pointer to the employer's general attitude to safety.

5.2.2 Hours of Work

Young workers have special rights under the Working Time Regulations. The rights of young workers - those over the minimum school leaving age, but under 18 are:

- A limit of 8 hours of working time a day and 40 hours a week (unless there are special circumstances)
- 12 hours rest between each working day
- 2 days weekly rest and a 30-minute in-work rest break when working longer than 4 ½ hours.

If, on any day, or, as the case may be, during any week, a young worker is employed by more than one employer, his working time shall be determined by aggregating the number of hours worked by him for each employer. For these purposes a week starts at midnight between Sunday and Monday.

(NB: college time does not count as work unless it is part of job-related training)

5.2.3 Night Working

Generally speaking, young workers cannot work between 10.00 pm to 6.00 am (but you can agree to change this to between 11.00 pm to 7.00 am). However, there are a few exceptions if you work in:

- Hospitals
- Agriculture
- Retail
- Hotels or catering
- Post or newspaper delivery
- Cultural, sporting, artistic or advertising activities

5.2.4 Risk Assessments

Schools and colleges, or those organising placements, should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that risk assessments are in place.

A risk assessment is simply a careful examination of what could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Students have a right to be protected from harm caused by a failure to take reasonable control measures.

Organisers should not be second-guessing employers' risk assessments or require additional paperwork.

5.2.5 Data Protection Act (GDPR) 2018

For practical, and health and safety, reasons the employer must be made aware of any medical or other issues that relate to the student and which could impact upon the work experience. As the College is assuming parental consent, should the student have any additional needs the Work Experience Advisor will ensure that they have authorisation from the student and/or parent / carer, before the placement takes place.

All data/information pertaining to work placements, including student and employer, will be held on central College computer sites such as CRM and Navigate.

5.3 Roles and Expectations

Work Experience Advisors will:

- Work with employers on CRM system and through specific contacts to source high-quality placements.
- Recruit and match learners suitable/ready for placements relative to study programmes, career aspirations and the intended destination.
- Discuss the placement with the learner, provide CV/interview advice and arrange an interview with the employer if required.
- Work with learners and placement employers to find placements that are suitable.
- Ensure the placement employer is appropriately checked for health and safety and made aware of the safeguarding issues in line with College Guidance.
- Ensure the learner and employer have appropriate contact details.
- Work closely with the learner to set clear development of employability skills to be developed through the Career Advantage Programme.
- Monitor the learner as appropriate to the length of the placement.
- Regularly assess learner performance via the journal in Navigate.

All Curriculum Staff and Managers will:

- Ensure work experience is an embedded part of the study programme from interview, enrolment and induction.
- Ensure additional qualifications are included in the curriculum plan which will support learners in finding placements (e.g. CSCS cards).
- Confirm their curriculum requirements for work experience/employability skills for Careers Advantage, by study programme and groups to the Work Experience Team.
- Confirm learner numbers – by group/level/suitability.
- Confirm the main point of contact for CTM / Tutor / Intervention and Support Coach details for each area.
- Support learners to complete their skills assessment, placement hours and journal in Navigate.
- Support learners to access the Career Advantage Programme in order to obtain the Gold Award.

Learners will:

- Complete the skills assessment in Navigate.

- Search for suitable placements through own contacts / part-time employment and liaise with the Work Experience Team to arrange and capture.
- Attend work experience placements at the specified times and dates.
- Complete their hours and journal in Navigate.
- Access, upload evidence and complete assessments/activities within the Career Advantage Programme in order to obtain their Gold Award.
- Be available for interview as required and provide feedback to their Work Experience Advisor.
- Attend work experience activities in line with work experience days, arranged by the Work Experience Team.

5.4 Bullying and Harassment of Students on Work Experience Placement

LSEC recognises its responsibility to provide a safe and healthy environment and upholds the rights of students in college and on work experience. A Bullying and Harassment procedure has been put in place to protect our students whilst on work experience and allow them, if necessary, to make a complaint, confident that it will be taken seriously and dealt with in confidence.

5.5 Monitoring Systems

Navigate will be used as the principal tool to record and monitor work placement activity and hours.

Canvas will provide a platform to support and capture Career Advantage and work experience.

CRM will provide reports on employer engagement and work placement information.

Work Experience Procedures

Section 2

Responsible post holder	Deputy Principal Apprenticeships, Adults and Higher Education & College Principal Greenwich
Approved by / on	
Next Review	July 2026
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Table of Contents

1.0 The Work Experience Team	14
2.0 Work Placement Details or Support Finding a Placement	15
3.0 Planned Work Placement Days 2021-22	15
4.0 Accessing Work Placements and Employability Activity	15
4.1 Work Placements	15
4.2 Employability Activity	15
4.3 Responsibility for students on work placements	15
4.4 Reviewing students during placement	16
4.5 Known absences	16
5.0 Capturing and Recording Work Experience	16
6.0 Health & Safety	16
6.1 High Risk Students	16
6.2 Insurance – Employer’s Liability	16
6.3 Prohibited employments and legislation	16
7.0 Safeguarding	17
8.0 Disclosure and Barring Service (DBS) checks	18
9.0 Work Placement – Capturing Evidence	18
10.0 Evaluating Work Experience	18
11.0 Useful Information	19

Appendices

Appendix A	Employer Safeguarding / Letter of Understanding
Appendix B	Procedure for Preventing Bullying and Harassment of Students on Work Experience Placement
Appendix C	List of Risk Assessments (low / medium / high)
Appendix D	Pre-Placement Employer Checklist Health and Safety Form

1.0 The Work Experience Team

For 2023-2024, London South East Colleges will support learners and curriculum teams, through Work Experience Advisors and Employer Experience Officers for each campus / curriculum area.

Access to this resource is as follows:

All Campuses	Maria Humphreys – Commercial & Placement Manager
All Campuses	Michelle Luckens – Senior Student Placement Officer
All Campuses	Angela James – Work Experience Advisor
Curriculum Areas	Hair & Beauty, Sport, Public Services, Food & Hospitality, Carpentry, Motor Vehicle, ESOL and Vocational Tasters
All Campuses	Fadia Traboulsi – Work Experience Advisor
Curriculum Areas	Business, ICT, Art & Design and Creative Media
All Campuses	Juliette Hanks – Work Experience Advisor
Curriculum Areas	Brickwork, Carpentry, Plumbing and Electrical Installation
All Campuses	Frederick Asiedu – Work Experience Advisor
Curriculum Areas	Electrical Installation, Hair & Beauty, Food & Hospitality, Business and Motor Vehicle
All Campuses	Mia Dean-Binns - Work Experience Advisor
Curriculum Areas	Art & Design, Business, ICT, Creative Media and Engineering
Bromley Campus	Zebina Campbell – Early Years WEX Advisor and Assessor
Bromley Campus	Anne Slater – Health & Social Care Advisor and Assessor
All Campuses	Amy Harfleet – Employer Experience and International Officer
All Campuses	Hannah Phoenix - Employer Skills and T-Level Officer
Erith & Plumstead Campus	
	Liz Millmore – Health& Social Care Advisor and Assessor
	Sally Rinaldi – Health & Social Care Advisor and Assessor
	Funmi Banjoko – Early Years & Health & Social Care Advisor & Assessor

Work Experience Team

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2.0 Work Placement Details or Support Finding a Work Placement

Once the Work Placement details have been inputted onto Navigate (by the learner), Work Experience Advisors will use this information to either, arrange the work placement with both student and employer or match the student to placements sourced by the Work Experience Advisor.

Where the student has a part-time job, we will discuss with the employer and student how additional activities can be undertaken, specifically linking these to their course to count as a work placement.

3.0 Planned Work Placement Days 2023-24

Curriculum areas have specific days / block weeks timetabled to undertake work placements and employability activities.

With the support of tutors, Work Experience Advisors will manage the placements arranged.

It is vital that curriculum teams support the Work Experience Advisors, to ensure their learners take part in all aspects of career preparation. Work Experience Advisors will collaborate with curriculum teams to identify those students who are 'ready' for a work placement and those for whom EEP activities would be more suitable.

For those learners who are considered more suited to EEP activities, the Work Experience Team / Engagement Team (Enrichment) will arrange events both within the campus and externally. This will also involve employers visiting campuses to provide various activities which count towards the Career Advantage Programme.

4.0 Accessing Work Placements and Employability Activity

4.1 Work Placements

Work Experience Advisors will use their employer connections, expertise and the CRM to match students to appropriate placements.

4.2 Employability Activity

Although the focus is for learners to undertake external work placements, it is recognised that not all learners will be ready for this at the start of the academic year. Therefore, the Work Experience Team, together with the Engagement Team, provides a timetable of work experience activity, which contributes to the development of a learner's employability skills, mapped to the Career Advantage programme.

Learners or staff wishing to book / enrol learners onto events / activity, are required to view Career Advantage Events and contact the Work Experience Advisor / Engagement Team to secure places.

Please note – places will be finalised no later than 24 hours prior to a specific activity / event.

4.3 Responsibility for students on work placements

London South East Colleges has a duty of care to ensure all students undertaking work experience are safe.

In order for a work placement to proceed, the employer will be sent a link detailing LSEC Safeguarding information and a Letter of Understanding. This will encompass the Procedure for Preventing Bullying and Harassment of Students on Work Experience Placements (**Appendix B**)

The employer must have emergency contact details for the student and must be informed of any medical or physical issues that may impact upon the work placement. The Work Experience Advisor will ensure the employer completes the Pre-Placement Employer Checklist Health and Safety form (**Appendix D**) and that this is uploaded to the placement in Navigate. We will assume consent from a parent / guardian because work experience is a mandatory part of a student's course. All details regarding a placement will be automated through Navigate.

4.4 Reviewing students during placement

Navigate will send automated attendance emails to employers.

4.5 Known absences

If any student has genuine appointments or scheduled exams on their Work Experience days, they must inform the Work Experience Team and their tutor. Tutors should keep the Work Experience Team fully informed so that the relevant employers can be notified.

If any student misses their work placement due to illness, unforeseen family or other emergencies, they should inform the College in the usual way and inform the employer. The Work Experience Team should be informed as soon as possible.

Work experience should be regarded as an integral part of the student's study programme, and as such, normal College policies will apply for any unauthorised absences, lateness, misconduct etc. whilst on work placement.

5.0 Capturing and Recording Work Experience

Work Experience placements will be recorded by learners in **Navigate**. This information is to be used, to continue development of learner's skills by tutors, and to verify work experience hours logged by learners. All employer / work experience data will be inputted to the **CRM** system, to facilitate accurate reporting to senior staff.

The Work Experience Journal will be recorded within Navigate and should be completed after each attendance.

For other work experience engagement, i.e. work experience activity weeks and non-placements, learners are required to record this on Navigate, using the pre-populated EEP list provided.

All work placements must be arranged via the Work Experience Advisor. This is to ensure Health and Safety measures are in place, both learner and employer are prepared accordingly, and any hours logged can be verified on Navigate.

To monitor work experience for specific campus / area / group / learner, reports are available on college reporting systems, such as CRM / Navigate / Career Advantage and through the MIS Team.

6.0 Health & Safety

The employer is responsible for the health and safety of the student whilst on a work placement. The College must be satisfied that an employer has assessed the associated risks to a work experience student on their premises. All advisors follow a health and safety process. ***This information is recorded onto the CRM software and Navigate.***

6.1 High Risk Students

Information on any **high-risk students** (i.e. those with disabilities, medical conditions or learning support needs) will be shared with employers. The Employer will then be expected to put in place any specific measures to support that student. This information will be made available to the employer prior to the start of the placement.

6.2 Insurance – Employer’s Liability

Work Experience Advisors will have a ‘conversation’ with an employer and ask them to complete the Pre-Placement Employer Checklist Health and Safety form (**Appendix D**). The discussion will be centred on obtaining the Employer’s Liability Insurance details and asking whether: a placement is low / medium / high risk, necessary risk assessments and first aid provision are in place. It is mandatory that an employer has Employer’s Liability Insurance and if not, they will be expected to obtain this to cover the period of the placement.

Insurance policy information will be added to the Employer’s page in CRM and Navigate.

6.3 Prohibited employments and legislation

Students should not be placed into certain environments that may be of high risk or endangerment (**Appendix C**).

7.0 Safeguarding

If any student has any concerns regarding safeguarding issues whilst on their placement, they must contact the Work Experience Team and their tutor, who should inform the College designated Safeguarding Officer for help and advice.

Students are provided with the College safeguarding information, on enrolment / student portal / posters around college.

The placement organiser (the College) has a responsibility for assessing the general suitability of a placement and whilst this clearly includes health and safety it must also, necessarily, include consideration of any wider safeguarding and child protection issues. No placement should proceed unless the proper consideration of child protection matters has been made.

There are a few points to consider as part of this assessment, including the “preparation” of both student and employer.

- All children¹ have the right to protection from harm or abuse.
- Potential risks to the child should be considered as part of the initial assessment for general suitability.
- Additional safeguards may be necessary when there are certain other risk factors involved. Examples to consider include, but are not limited to:
 - Where the child may be vulnerable – factors include special needs or disabilities, language / communication difficulties, history of abuse, substance misuse etc. The College should, with appropriate consent, identify such vulnerable children to the employer to ensure additional safeguards are in place.
 - Where the nature of the business means that the child is likely to be, or will be, alone with an adult as part of the work placement (e.g. sole trader or self-employed person working from home or adult client).
 - Where there is a residential component involved.

If a placement is generally deemed as being suitable, and after having considered any particular vulnerabilities of the student(s) involved, it is necessary to prepare the student and the employer so that both parties are able to gain the maximum benefit of the placement experience.

¹ A child is any individual under the age of 18. Adults who are vulnerable need to be protected in the same way.

A vulnerable adult is 18+ who; “ is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”.

The student should be thoroughly briefed of his or her responsibilities in terms of:

- What the work will consist of (a placement description).
- Individual rights and responsibilities in the workplace.
- Health and safety guidance.
- Use of any Personal Protective Equipment.
- Who is the individual in charge at the placement (mentor / supervisor / manager).
- Being able to avoid potential situations where they may be vulnerable.
- Being able to respond appropriately should they have concerns or if an incident occurs.

Employers should:

- Be made aware that they should regard child protection and safeguarding in a similar way to health and safety.
- Be made aware of their duty of care towards children and adults who are vulnerable.
- Endorse a child protection policy or statement of principles.
- Have a knowledge of child protection issues and how to respond appropriately.
- Know the contact details of the responsible person in college.
- Be aware that the College will support, advise and guide any employer in matters of safeguarding and child protection.

The employer will be provided with safeguarding information and a 'letter of understanding' detailing the student / college / employer responsibilities for the duration of the placement (**Appendix A**) and the Pre-Placement Employer Checklist Health and Safety form (**Appendix D**).

8.0 Disclosure and Barring Service (DBS) Checks

If the placement involves working with children or vulnerable adults the employer is likely to insist on students completing a DBS check, prior to the start of the placement. The Work Experience Team will inform the student if this is the case. Placements where DBS checks are likely to be requested include:

- Sports clubs
- Activity centres
- Schools
- Care homes
- Nurseries

9.0 Work Placement - Capturing Evidence

Whilst on work placements, or taking part in EEP activities, all students are required to keep a record of these by logging their hours, evidence and completing their journal within Navigate.

Students are required to complete a minimum of x36 hours for level 1, level 2 and 3 courses.

10.0 Evaluating Work Experience

Students will be sent an online Student Evaluation Form to complete via Navigate. This is to ensure that they reflect on what skills they have developed during the experience and how the work placement relates to their main qualification. This will also inform decisions about using the employer for any future placements.

Employers will also be asked to evaluate the student's performance by completing the online Employer Evaluation Form within Navigate. This can then be used by the student as a reference for future job applications and to plan further employability skills / tasks with their tutor and the Engagement team.

ALL COMPLETED WORK PLACEMENTS NEED TO BE VERIFIED

11.0 Useful Information

These links are to relevant policies and guidance that relate to both Study Programmes and Work Experience

Simplified Health and safety guidance (INDG364)

[Young people at work - the law - HSE](#)

[Young workers – Advice for schools and colleges \(hse.gov.uk\)](#)

[Young workers – Advice for work experience organisers \(hse.gov.uk\)](#)

Supported internships for young people with SEN:

<http://www.education.gov.uk/childrenandyoungpeople/send/changingsen/b00211325/sen-supported-internships>

16 to 19 Study Programmes:

<http://www.education.gov.uk/schools/teachingandlearning/curriculum/a00210755/16-19-study-programmes>

Post-16 funding:

http://media.education.gov.uk/assets/files/pdf/u/16-19%20funding%20formula%202013_14%20final.pdf

More information on work experience, including emerging findings from the Department's work experience pilot:

<http://www.education.gov.uk/schools/teachingandlearning/qualifications/b00223495/post-16-work-exp-enterprise-educ>

[16-work-exp-enterprise-educ](#)

How the Department is cutting the red tape for employers:

<http://www.education.gov.uk/schools/teachingandlearning/qualifications/b00223495/post-16-work-exp-enterprise-educ/creating-work-exp-opp-young-people>

Ofsted's Common Inspection Framework for further education and skills:

<http://www.ofsted.gov.uk/resources/common-inspection-framework-for-further-education-and-skills->

City & Guilds – EPD unit specifications and supporting documents

<http://www.cityandguilds.com/Courses-and-Qualifications/skills-for-work-and-life/employability-personal-and-social-development/7546-employability-and-personal-development>

HSE Myth Buster

<http://www.hse.gov.uk/contact/myth-busting.htm>

Risk assessments

<http://www.hse.gov.uk/contact/faqs/riskassess.htm>

Health & Safety at Work Act 1974
<http://www.hse.gov.uk/legislation/hswa.htm>

The Working Time Regulations 1998 (as amended)
<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>

http://www.direct.gov.uk/en/YoungPeople/Workandcareers/Yourrightsandresponsibilitiesatwork/DG_174530

Data Protection Act 1998

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

Education Act 1996
<http://www.legislation.gov.uk/ukpga/1996/56/contents>

Health & Safety Executive guidance – young people at work
<http://www.hse.gov.uk/youngpeople/index.htm>

Work Experience: A guide for employers
<http://www.ttf.co.uk/Document/Default.aspx?DocumentUid=3DB15634-321A-408E-8661-08474FE9B153>

[Safeguarding young people on Work Related Learning including Work Experience](https://www.education.gov.uk/publications/eOrderingDownload/DCSF-00371-2010.pdf)
<https://www.education.gov.uk/publications/eOrderingDownload/DCSF-00371-2010.pdf>

[Safeguarding of Vulnerable Groups Act 2006](http://www.legislation.gov.uk/ukpga/2006/47/contents)
www.legislation.gov.uk/ukpga/2006/47/contents

Protection of Freedoms Act 2012
<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Employer Safeguarding Leaflet / Letter of Understanding

SAFEGUARDING

A GUIDE FOR EMPLOYERS

What does it mean for employers?

How does it apply to our employees/Students?

Is there help / advice from the College? What is a Safeguarding issue?

If I ask about something, will it be kept confidential?

What is Radicalisation?

What should I do if I am worried about a student/employee?

What does Safeguarding mean for employers?

Safeguarding is about being free from harm, either physical or emotional.

The College has a legal responsibility to safeguard the students who are in our care and this responsibility extends to students on work experience placement with employers. It is also the responsibility of employers to report any concerns and/ or seek advice.

Is there help / advice in College?

Yes – you should talk a member of the college staff as we have a Safeguarding team trained to help.

What is a Safeguarding issue?

Safeguarding may be related to:

- Homelessness or risk of it
- Domestic Abuse (physical or emotional)
- Forced Marriage (not the same as an Arranged Marriage)
- Emotional, Mental, Sexual or Physical Abuse
- Neglect
- Bullying or Harassment
- e-Safety issues i.e. cyber-bullying, grooming, sexting etc. (via social networks, phone, text, email etc.)
- Concerns related to being a LAC (Looked After Child) or YCL (Young Care Leaver) i.e. under the care of a Local Authority
- Exploitation (sexual, slavery etc.)
- FGM (Female Genital Mutilation) to protect girls and provide medical or emotional support to adult women

- Pregnancy (where a concern is raised about the health or welfare of the mother and/or unborn child)
- Preventing radicalisation
- Concern about someone with a criminal record or pending court case etc.

The following facts have been written to ensure employers provide a secure and productive work experience placement:

Supervision

Good supervision is vital to ensure the placement is successful and to reduce the risk of problems arising. Employees placed immediately in charge of a student should be confident in dealing with them, act in a mature manner and be capable of putting the student at ease.

Behaviour and Relationships

It is important that students are reassured and helped to feel comfortable and confident in their new surroundings. However, relationships should remain professional and employees should avoid becoming too familiar. Never permit inappropriate banter or 'horseplay' which may cause embarrassment or fear.

The Sexual Offences Act (2003) states that it is an offence for a person over 18 to have a sexual relationship with a young person under 18 if that person is in a position of trust, even if the relationship is consensual. All employees of your company would be deemed to be 'in a position of trust'.

Environment

Where possible, employees should avoid being alone in an isolated or closed environment with a student. If one to one contact is necessary either do this in a public area or in a room with the door open, so you are visible from the outside.

Physical Contact

There may be occasions when you need to touch a student (i.e. guiding a hand or arm) during the course of a task or whilst training to carry out a technical or manual operation. This should be kept to a minimum and be used in a manner that is clearly appropriate to the situation.

Travel

Ensure that there is a known destination and check-in time with a third party when a student is travelling alone with an adult during the placement. It is advisable to make available a mobile phone in the event of a break down or emergency.

Disqualification

You are reminded that your company is required by law to protect our students from harm and that your employees are required under the Criminal Justice and Court Services Act to declare if they are disqualified from working with children.

What is Radicalisation?

This is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that (1) reject or undermine the status quo or (2) reject and/or undermine contemporary ideas and expressions of freedom of choice.

Any concerns about students or staff, must be reported to the College.

If you believe someone is at IMMEDIATE RISK from other(s) or through self-harm:

Please speak to a member of College staff as soon as possible so that we can offer the right support. Alternatively, refer to the contact email or telephone number on one of our student or staff Safeguarding cards. **If you are worried about a student/employee:**

- Discuss with a member of College staff by contacting us through the details on this leaflet.

Referral if concerns about safeguarding or radicalisation are disclosed by the student

Students may disclose confidential information to a work colleague that gives rise to concern for their safety and well-being. The guidelines below cover this scenario; however, it is vital that the College is advised as soon as possible of such concerns.

Aide Memoire if a student discloses such information to you:

- Listen non-judgementally
- Ask open ended questions to clarify, but do not investigate
- Do not promise confidentiality – explain you may need to talk to someone immediately
- Reassure the learner, but avoid unnecessary contact
- Inform the designated member of staff at the College about your concerns.

Then....

- Record what the student said using their own words
- Note the context, time and date on your records and sign it
- Avoid judgements and opinions
- Seek advice as to what to do next from the designated member of staff at the College
- Maintain contact with the student for reassurance
- Be professional.
- Do not discuss the matter openly.

Employers, should report any safeguarding or radicalisation concerns to:

0300 303 2554

safestudent@lsec.ac.uk

*Letter of Understanding between London South East Colleges and Employer Providing
the Work Placement*

In order that the implications of these activities and arrangements between the Employer and London South East Colleges are fully understood, the following essential points are set out as follows:

1. A work placement should, as far as possible, be open equally to all students regardless of gender, race or cultural and religious beliefs.
 2. The students will carry out meaningful work during their placement. The work will be planned by a responsible person and the students will be given appropriate instruction before, and supervision whilst, carrying out their training/work placement. The employer will designate one person to be responsible for the well-being of each student.
 3. The employer will observe all relevant Health & Safety legislation, paying particular attention to **Health and Safety at Work (Young Persons) Regulations 1997 and the Equality Act 2010**.
 4. The Employer takes responsibility for the care and safety of the student under the provision of **Section 2 of the Health & Safety at Work Act (1974)**. The employer will ensure that the student is not required to operate any hazardous machinery, to work in a hazardous environment or to carry out work of an unsuitable or objectionable nature. The employer will supply any special or protective clothing required whilst performing the work. Students will have responsibility for themselves and other employees under **Section 7 of the Act**.
- Employers can obtain further guidance from the Department for Education website regarding all aspects of providing work placements to young people, including Safeguarding information and guidelines. Please refer to the 'Safeguarding – A Guide for Employers' leaflet.
5. The employer confirms that all tasks asked of each student conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the 1973 Act) and that any other statutory obligations to the students are being observed. The company is registered with Health and Safety Executive.
 6. The student will not receive any payment for this work but the employer may, in certain circumstances, contribute directly to the student towards the cost of meals and travel.
 7. The student will normally work between the hours of 07:00-19:00 for a maximum of 8 hours, inclusive of breaks, except by agreement with the parents / College Work Experience Advisor.
 8. The student / College will confirm that he/she is not suffering from any complaint that may create a hazard either to the student or to those working with him / her.
 9. An appropriate member of London South East Colleges' staff will, in consultation with the employer, arrange to visit or call the student during the course of the placement.
 10. In case of any accident, sickness or unacceptable behaviour on the part of the student, the employer will notify, by telephone and without delay, both London South East Colleges and the student's emergency contact/home number as deemed necessary.
 11. The Employer will confirm that the appropriate Employers and Public Liability Insurances are in place to cover accident or injury to the student.
 12. The Employer will provide the student with an induction to the work place on their first day, including Health & Safety matters. This will include the location of welfare facilities and evacuation procedures.
 13. The student will:

- Not disclose any information confidential to the employer
- Obey all safety, security and other instructions given by the employer

14. The employer gives permission for the Work Experience Team to process employer details for the purpose of work placements in accordance with the Data Protection Act 2018. In practice this will mean the employer's name and contact details being held on the college database and given to students for the sole purpose of contacting an employer to arrange a work placement.

15. The employer agrees to allow access for monitoring purposes to representatives of the Work Experience Team or a tutor or assessor to observe the student.

The Employer will:

1. Complete a Health and Safety / Safeguarding and Placement Agreement form, providing up-to-date Employers Liability Insurance details.
2. Ensure safe practice when checking the suitability of staff and volunteers to work with children.
3. Establish a safe environment in which the students can develop, thrive and reach their potential.
4. Report incidents – any incident should be recorded and a report sent to the Work Experience Team at London South East Colleges. A detailed, written report must always be made if a complaint has been made by or against a student. This should be forwarded to the Work Experience Advisor who will be responsible for any necessary follow-up.
5. Read the 'Safeguarding – A Guide for Employers' leaflet.

London South East Colleges will:

1. Make all students aware of their responsibilities to the employer.
2. Resolve any problems relating to their student's behaviour.
3. Instruct students to contact the employer as soon as possible if they will be late or cannot attend.
4. Ensure all students agree to respect confidentiality and obey safety and security guidance at all times.

If you have a concern or query, please contact the Work Experience Team:

Email: Work.Experience@lse.ac.uk

Telephone: 0203 954 5021

Procedure for Preventing Bullying and Harassment of Students on Work Experience Placement

The aim of this procedure is to protect students from bullying, harassment and discrimination whilst on work experience, and enable them, if necessary to make a complaint, confident that it will be taken seriously and dealt with in confidence.

Reporting Procedures

Informal Procedures

- Students who feel they have been bullied should keep a written record of any incidents of bullying, including the date, time, nature of incident, names of those involved and those of any witnesses.
- Whenever possible, any complaint of bullying should be made in the first instance to the supervisor in the workplace. In circumstances where the subject of the complaint is the supervisor, the complaint should be made to the work experience adviser.
- Discussion as to the way forward should then be arranged between the student and Work Experience Advisor, possibly in consultation with relevant curriculum staff.

Formal Procedures

- Where informal methods fail, or the student chooses not to use them or considers that the problem is sufficiently serious, a formal complaint should be made in writing to the Commercial and Placement Manager, describing the incident(s) as fully as possible.
- The Commercial and Placement Manager will then interview the student(s) and take record of the student's notes along with the notes of the discussion with the student(s).
- The Commercial and Placement Manager should then investigate the formal complaint with the placement provider and Work Experience Advisor and provide a written report.
- The Commercial and Placement Manager should conclude the investigation by writing to all concerned indicating the outcome of the investigation.
- Any complaints by students found to be false and/or malicious may result in student disciplinary action being taken against the student.

Low, Medium and High Risk Work Placements

Low, Medium and High-Risk Work Placement classification

- High Risk placements should be visited every year
- Medium risk placement should be visited every 2 weeks
- Low risk placements should be visited/monitored at least every 4 years

A guide to risk levels in various occupational sector follows but it cannot be stressed too strongly that the level of risk is completely dependent on the actual work that the work experience student is being asked to do on their placement and the health and safety systems in place.

Administration	Low
Agriculture, Horticulture, Fishing and Forestry	High
Animal Nursing	High
Animal Care (Including Retail)	Medium
Care	Medium
Catering (Kitchen)	High
Chemicals and Chemical Products	High
Construction	High
Education	Low
Electronics	Medium
Engineering (Mechanical & Electrical)	High
Equestrian	High
Hairdressing/Beauty	Medium
Hotels and Restaurants (Non-Catering)	Medium
Manufacturing/Craft	High
Mining and Quarrying	High
Outdoor Pursuits	High
Printing	Medium
Repair of Motor Vehicles, Motor Cycles	High
Retail Trade	Low
Sales	Low
Security	High
Sports/Recreation & Leisure	Medium
Textiles/clothing	Medium
Transport	High
Utilities	High
Wholesale and Warehousing	Medium

Pre-Placement Employer Checklist
Health and Safety

Company Details

Company name:	
Site address:	
Number of employees based on site:	
Company/site telephone number:	
Person responsible for the placement/s Name: Position: Contact telephone: Email:	
Type of work carried out on this site:	

Employer Liability Insurance

Insurer's name	
Policy number	
Policy expiry date	

Risk Assessment for Technical Specifications

Tutors have provided health & safety specification related training to potential dangers of modern technology in the industry area.	Y/N
You will prohibit students from any tasks, machinery, equipment or work areas which on health & safety grounds are not to be undertaken, used or visited by the students.	Y/N

Have you assessed the risks from the use of work equipment at your site / premises? This includes electric vehicles and heat source pumps etc.	Y/N
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Health and Safety Policy

Do you have a Health and Safety Policy?	Y/N
Have you carried out health and safety risk assessments and noted the significant findings?	Y/N
Do you have the current Health and Safety Law poster displayed on site?	Y/N

Accidents and First Aid

Do you provide 'adequate and appropriate' first aid provision for the level of risk?	Y/N
Do you have a process to record accidents and/or incidents?	Y/N
Do you have a system in place to investigate accidents and take action to prevent recurrence?	Y/N

Fire and Emergencies

Do you have a means of raising the alarm and fire detection in place?	Y/N
Is there an effective means of escape in place including unobstructed routes and exits?	Y/N

Safe and Healthy Working Environment

Is the site/premises (structure, fabric, fixtures and fittings) safe and suitable (maintained and kept clean)?	Y/N
Is the temperature, lighting, space, ventilation, and noise satisfactorily controlled?	Y/N
Does all the equipment on the site meet appropriate legal standards?	Y/N
Do you adequately maintain all work equipment?	Y/N
Are your electrical systems safe and maintained?	Y/N

Personal Protective Equipment (PPE)

Is appropriate PPE provided, free of charge, to employees/learners?	Y/N
Is training and information on the safe use of PPE provided to all employees/learners?	Y/N
Do you enforce the proper use and storage of PPE?	Y/N
Is your PPE maintained and replaced?	Y/N

Safeguarding

Do you have appropriate HR procedures and policies in place for safeguarding?	Y/N
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Industry Placement Value

Do you regard work placements as a quality and meaningful activity to be undertaken by young people or adults seeking to improve their skills and/or experience in the workplace?	Y/N
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Employer Sign Off

In signing this form, you are agreeing that the information in this document is up to date and factual to the best of your knowledge and that the workplace is adequate to host an industry placement in the specified location.

I confirm that my organisation has primary responsibility for the health and safety of the above student and will manage any significant risks. I also confirm that I have read and understood the Health and Safety Executive (HSE) guidelines: "*Young People and Work Experience (INDG364)*"

[Young people at work - work experience - HSE](#) and comply with the actions listed, including providing a health and safety induction and site familiarisation and any personal protective equipment to the student on their first day at my organisation.

Should I have any safeguarding concerns during the placement, the College Safeguarding Officer can be contacted at: safestudent@lsec.ac.uk / 0203 954 4999

Medium/High risk Environments

If my organisation has been identified as medium/high risk I agree to provide the College with evidence of how these risks are managed, (e.g. copies of relevant health and safety policies and risk assessments pertinent to the environment the student will be working in)

High-risk students

If the student has been identified as being at greater risk (e.g. a disability, medical condition or learning support need) I agree to take these into account when planning the work experience and complete any additional safeguarding checks (medical questionnaire, risk assessment) where appropriate. I also agree that if the work placement is identified as medium or high risk, the College can carry out the necessary health & safety health check/visit.

This form needs to be completed and sent back before our student can start work experience placement

Name:

Date:

Signature:

Position in Company: