Engineering UTC Northern Lincolnshire

Work Placement and Experience of Work Policy

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Policy will be communicated via:	Website/Hard Copy/ College Managers/ Curriculum Team Meetings
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1. WORK EXPERIENCE POLICY AND PROCEDURES – INTRODUCTION

Engineering UTC Northern Lincolnshire is committed to developing students' employability skills and ensuring students move into sustainable and successful destinations. Work experience is a key component in the process of developing the skills, qualifications and experience necessary in the future workplace.

This policy outlines our approach to work experience. It covers all age groups and types of placement for all students.

As set out in the 'Get Britain Working' white paper published in November 2024, the government has set out plans to increase work readiness for all young people by increasing work experience and experience of work to 2 weeks:

'We will ensure young people are able to confidently identify their next steps and benefit from an introduction to the world of work through our careers offer in schools and colleges, including early steps towards delivering 2 weeks' worth of work experience. Working in partnership with local stakeholders, the new jobs and careers service will also provide support where needed for young people aged under 18 who are not in school or college.'

We are committed to 'meaningful' placements, employer visits and experiences of work through real-life problem solving projects. All students will have the opportunity of 2 weeks (50 hours) as set out, and will be captured via Compass Plus (Careers and Enterprise Company).

Students will undertake formal work experience in year 10 of 1 week. This is not a standalone week, and can be extended to meet the needs of the student. Ad hoc work experience, experience of work days and other tasters can happen throughout all college years, and must be agreed with the Careers Leader, who will carry out extensive safeguarding checks and risk assessments prior to the student engaging in the activity.

T Level placements will follow a structure agreed with the employer, the student and the college. These placements will be genuine and meaningful and will be no less than 315 hours.

Virtual work experience activities are also an appropriate alternative should external work experience activities not be feasible due to government restrictions and changes in working practices caused by factors such as pandemics.

2. PLANNING AND MONITORING

It is vital that students have the opportunity to develop the employability skills demanded by employers; relevant work experience opportunities for students are a core component of this. This policy sets out a guide for the UTC to ensure students develop these skills.

Work experience will be:

- in compliance with the ESFA and OFSTED requirements
- aligned with the National Careers Strategy and Gatsby Benchmarks
- available to all students where appropriate
- vocationally relevant and meaningful to students' learning or intended destination
- assessed as safe from both a health and safety and safeguarding perspective
- monitored and supported by appropriate UTC team
- integrated into the course of study/curriculum
- subject to appropriate student preparation and induction
- contributing to an enterprise culture in the curriculum
- subject to standardized paperwork, recording and quality standards

Engineering UTC Northern Lincolnshire is committed to ensuring that provision of a work experience opportunity is beneficial and rewarding to employers.

We are committed to ensuring that students taking part in work placement perform and conduct themselves in an acceptable manner and reserves the right to refuse or withdraw a work experience opportunity where a student is not behaving with the values we commit to: Professional, Responsible and Loyal.

3. ASSOCIATED INFORMATION AND GUIDANCE

- Safeguarding Policy
- Health and Safety Policy
- Careers Policy
- Trips and Visits Policy

4. PLANNING & MONITORING

4.1 Planning

- The Careers Leaders will take overall responsibility for the organization of the placement, with teaching teams and support staff assisting. Dates for structured work experience will be put into the whole team calendar a year in advance of the placement weeks
- All placements will be placed onto a spreadsheet with thorough
- The Head of Careers, Work Experience & Progression will liaise with curriculum heads of department to identify which courses, and projected number of students, the central work experience team will coordinate placements for (and/or the central industry placement team where appropriate). Curriculum heads of department will submit these figures via the business planning process

4.2 Monitoring

- The Careers Leader and Placement Officer are responsible for:
    - ensuring that this policy is effectively and safely implemented
    - ensuring standardized documentation to evidence work experience is developed and disseminated
    - presenting work experience statistics and successes to the Principal and Governing Body on a quarterly basis via the performance review process, receiving support and challenge to ensure continued improvement (Test, learn, adapt)
        - Planned work experience will be monitored by the Careers Leader
        - Risk assessments and Health and Safety checks will be carried out by the Careers Leader. Placements will be deemed as Low/Medium/High risk, and where medium or high risk, a pre-placement visit will take place to carry out a risk assessment.
        - Completed work experience will be monitored through the placement by the Careers team, adjusting and changing arrangements where required timeously to ensure success for all stakeholders and students.
- Health and Safety checks will be carried out (either from the central work experience team or curriculum departments) of employers hosting work placements. This includes confirmation that the employer complies with the Equality Act2010
- The central work experience team will seek student and employer feedback, both qualitative and quantitative to ensure success.
- The quality of placements will be gauged through student, employer and curriculum feedback and student work experience logs. The evaluation of which will identify strengths and areas for improvement, measure compliance to study programme and Ofsted requirements including how the needs of students with special educational needs and disabilities (SEND) are met
- Industry placements will be of high quality and will meet the gov.uk framework - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachmen

t_data/file/648193/guide_to_the_key_responsibilities_and_delivery_of__work_placements.pdf. The quality of placement will be reviewed at the Mid and End review ensuring the placement maintains a quality placement by the industry placement team.

5. DEFINITION OF WORK EXPERIENCE ACTIVITIES

Modern work experience gives every young person access to progressive, high-quality, multiple workplace experiences, throughout their education journey.

This equitable approach facilitates a variety of experiences starting early, connecting education and young people with industry and unlocking the skills and opportunities of the future workforce. This supports the government's ambition of:

- A minimum of two weeks' worth of work experience by Year 11, made up of:
- At least one week of work experience activities in Years 7–9 – Led through projects and challenges through year 9
- At least one week of placements in Years 10–11 – 1 week set WEX in Year 10 all. Health Science students have an extra week in October in a Child Care setting
- Access for all learners, regardless of background, ensuring equitable participation
- We embrace flexibility for the UTC, students, and employers to design experiences that meet local and individual needs

5.1 External work placements

An external work placement is a period of supervised work, where students have the opportunity to experience working in a specific role with a company. Placements can be co-ordinated by the Careers work experience team or curriculum staff. College staff liaise directly with employers to establish what placement pattern they can offer.

An external placement is usually undertaken as a one- or two-week block for year 10 students. The makeup of work experience for T Levels depends on the employer and curriculum needs and will be no less than 315 hours with a full plan individualized for each student.

5.2 T Level Industry placements

An industry placement is a high-quality longer-term work placement lasting between 45 - 60 days (315 hours). Students will have defined roles and responsibilities in their placement set by their employers and these should be closely aligned to their qualification and career ambitions. Placements should be with one placement employer or, where occupationally relevant, with two employers to ensure a meaningful insightful placement can be delivered. Placements should be sourced via the central business engagement team within the Careers, Work Experience and Progression department. Students can find their own placement but these must be VET checked via the Careers team who can deem if the placement is suitable. Placements will be of high quality with employers committed to the development of the student taking part in regular reviews and feedback. The model of placement can be flexible throughout the year and be completed by a mix of both days per week and block weeks.
Students will have access to the Careers team who can offer support before, during, and end of placement. Industry placements have mandatory review points; these are mid-point review and end point review. These provide an opportunity to review the students' progress against targets set at the start of placement. These should be a 3-way review between student, employer and curriculum representative. Industry placements are a mandatory element of the T-level qualifications launching from September 2024.

5.3 Work tasters

A work taster is an observation of the daily routine of an employee in an external company, usually accompanied by 'interviews' with the employee to discover more about his/her role. Alternatively, it is a period of time (less than half a day typically) in which students are exposed

to working life with an employer. The day may include team building, role play, undertaking certain functional tasks. These days are attended by students in small groups, accompanied by curriculum staff. Work tasters can happen through year 9-year 13.

5.4 Simulated work environment- project in the curriculum

A simulated work environment involves an employer setting a work brief for a group of students. The employer can set the brief face-to-face, either by the students visiting the workplace or the employer visiting college. Alternatively, the brief can be set virtually. The students then undertake the work at college and present their work back to the employer,either face to face or virtually.

Projects are in 3 formats: Portfolio based projects, curriculum based projects, and Cultural Capital based challenges and competitions.

1. Portfolio based projects form part of the qualification, the project is assessed and forms part of the final grade

2. Curriculum-based projects: These projects compliment learning in the curriculum, and expand knowledge, consolidating and deepening understanding

3. Cultural Capital Projects expand knowledge outside of the curriculum, challenging thought process, and enjoyment of a subject. These projects are often delivered off-curriculum and develop competitive skills with challenges and competitions.

5.5 Social action project

Social action projects involve young people taking practical action in the service of others to create positive change. In a work experience context social action can take the form of young people honing their work-related skills and behaviours to have a positive community impact. Activities which form part of the project can include volunteering, campaigning, fundraising, mentoring, in which the activity has a 'double benefit' to both the young people participating and the community they are serving.

Some examples of these we currently run are:

- Christmas Fayre (all years) for local charity
- Young Enterprise Company Programme
- Social Action through National Citizenship Service
- Discover Community Event
- Armed Forces Weekend (Cleethorpes)

5.6 Internal work placement

An internal placement is a work placement offered to students by one of the departments within college, such as Careers or Marketing. The department offering the placement will determine what placement pattern they can offer and will interview students who have been put forward. An internal placement is usually undertaken as a one or two week block, or as one day a week over several weeks.

6. ROLES AND RESPONSIBILITIES

The following roles and responsibilities apply to all work experience activity types:

- Where a department is using the services of the Careers work experience, the team will:
    - source work experience opportunities which are suitable for student aptitudes, skills and abilities
    - ensure students, curriculum staff and employers receive the necessary information for the type of work experience activity arranged
    - liaise with curriculum staff to ensure that employers are aware of any additional needs and that reasonable adjustments are made where necessary
    - ensure that all necessary and appropriate documentation is completed
    - ensure that there is a contact point at all times for students during their work experience activity
    - provide support for any student experiencing difficulties during their work experience activity, in conjunction with their tutor

- advise the health and safety team of any accidents
- report any safeguarding concerns to the Designated Safeguarding Lead (DSL) (Safeguarding Policy for reporting procedure)

- Employers will:
  - provide a safe and appropriate environment in which the student can experience work, including making reasonable adjustments required for students with additional needs
  - ensure a young person's risk assessment is in place for students under the age of 18
  - ensure students are managed under the direction of a supervisor
  - inform the work experience team or tutor if the student does not attend, or if they have any concerns regarding the student
  - confirm attendance and provide feedback
  - be asked to provide feedback to the college about the standard of service offered by the UTC.
  - report to the work experience team any accident where a student has been injured whilst at the workplace

- Students will:
  - Follow the application process set out for the work experience activity they are undertaking
  - Behave appropriately in the workplace
  - Notify the employer, tutor and work experience team in the event of absence for any reason
  - Complete the placement checklist, add journal entries (including recording attendance), through the placement information process.

7. REVIEW

This policy will be reviewed at least yearly. Engineering UTC Northern Lincolnshire reserves the right to review the policy at any time.
The policy will be reviewed as good practice reviews and changes to format of placements for the benefit of all parties is introduced.