



Queen Mary's College

Work Experience

Policy Statement & Procedures

2017-2018

This policy is available in different font sizes, formats, languages or on different coloured paper, or someone can go through it with you – please ask in Resources or ask your tutor.

Work placements and volunteering opportunities are a valuable insight into the world of work, and provide beneficial experience for CVs, Personal Statements etc. QMC supports all those seeking placement opportunities that can be taken in a safe and structured way. All students are entitled to seek assistance in organizing a placement, regardless of age, gender, race or ability.

All vocational students will be expected to undertake a placement as a mandatory, or expected, part of their course. All A level students not considering university will be strongly encouraged to seek a placement, and given dedicated time in which to do so. All A level students whose university choices require placements will be assisted in finding these placements, and given the time to attend.

More detailed information as to what is required for each placement is available on the work placement firefly site, or through departments.

Guiding Principles

- Work placements are open to all students.
- A placement can include volunteering, shadowing, block placements or regular weekly placements.
- Students may be placed for up to a week (or two weeks) if it is part of a course during term time, and where work experience is not part of the course the placement has to take place during their own time – whether this is during the evenings, weekends, study periods or holidays, unless otherwise authorised by their tutor and Head of Department.
- All students/departments requiring work placements should contact the Work Placement Coordinators, who are based in the Careers Office, for appropriate guidance.
- Anyone requiring a placement needs to begin the process 2-3 months in advance, and all H&S checks need to be completed prior to the start of the placement.
- All students on Health and Social Care and Learning with Children courses will be asked to complete a DBS check as part of their enrolment or course induction.
- Students will be charged for the costs of DBS checks where required, unless they are entitled to a college bursary.
- All courses involved with placements must adhere to the College Health & Safety and Insurance Procedures.
- All high risk placements will be H&S checked with Basingstoke Consortium. Where a placement is deemed low risk we will check that Risk Assessments and Employers' liability insurance are in place, the setting is safe, the student is supervised by an appropriate adult. A checklist for this purpose is available.
- Where a placement is not Health and Safety checked (if required), has been individually arranged by student, or paperwork has not been returned by the organisations, the Work Placement request must be referred to Senior Management for authorisation and for appropriate actions. A parent or guardian should, where possible, confirm in writing that they are happy for the student to attend the placement. In some instances this may mean that the placement does not take place, if deemed unsafe for any reason. In such instances students may be required to undertake work experience during their holidays, if required to pass a course.

Procedure for students undertaking a placement as part of a course (all vocational students)

Tutors should inform the Work Experience Administrator at the end of the previous academic year of the planned work experience dates for the following academic year.

The work experience coordinators will source placements for these dates, check H&S and ELI arrangements and paperwork, and log this information on VISTA and in files. They then will make these available to staff and students via the college's internal work experience VISTA system.

Tutors should start the process of organising a placement for their class at least 10 weeks prior to the selected date as the paper-work and H&S checks can all take up to 8 weeks to be completed and returned. Holidays should be taken in to account.

Week in advance of Placement	Activity
Enrolment and Induction	Explanation of work experience expectations. DBS (H&SC only) NMA/CDN/CDN contact departments to arrange visits etc.
1	Class Briefing & Presentation, to include H&S. VISTA system demonstrated. Student begins research.
2	Student completes VISTA request. 3 contact details must be provided. If required student prepares a CV & letter, returns to NMA/CDN
3	NMA/CDN contact employers, and updates VISTA system. Students and tutors check updates regularly.
4	NMA/CDN contact employers, and updates VISTA system. Students and tutors check updates regularly.
5	H&S checks organized, unless deemed low risk
6	NMA/CDN send relevant documentation to employers
7	Student asked to contact employers – arrange visit / interview as required
8	Students briefed, given paperwork. Any outstanding placements finalized.
9	All outstanding issues resolved.
10	Student on work experience. Tutors visit or call students.
Post-placement	Student writes up reflections, coursework etc. Employers are also sent evaluation forms to get feedback about the students' engagement with the placement and the work environment, whilst with them.

In addition to the VISTA system, the following forms must be completed/presented:

Form	Code	Purpose	Person(s) responsible
Work Placement Information form	W8	Outlines placement details, dress code, hours to be worked, lunchtime arrangements, supervisor's details, duties to be carried out and any other H&S notices	Employers to complete
Work Placement Guidelines	W2	Containing details for students with guidelines for procedures/conduct whilst on a placement, reporting absences, and whom to contact if the student is concerned about anything during their placement,	Work Placement Co-ordinator to provide to students
Weekly/Monthly record sheet	WP5/WP4	Keeping a log of hours worked/summary of duties/tasks covered/observed and receiving immediate evaluation from supervising staff	Students & Employers to complete
Student Evaluation form	W15	Students to provide feedback regarding their work experience	Students to complete
Letter of Understanding	W6	Highlights work ethics, insurance implications, hours of work, supervision responsibilities etc. expected of employers	Work Placement Co-ordinator to provide to employers
Employer Health and Safety List	W7	Tick-list document to gather basic Health & Safety/Risk Assessment information from employers	Work Placement Co-ordinator to provide to employers
Employer's Evaluation of Work Placement form	W16	Employers to provide feedback regarding student's placement	Employers to complete
DSS 'Work Experience: A Guide for Employers' - if paper-work is e-mailed, the following link is also attached: http://www.hse.gov.uk/pubns/indg364.pdf		Highlights government-backed guidelines to employers about Health & Safety requirements expected of them when providing work experience	Work Placement Co-ordinator to provide to employers
Independently Arranged Work Placement	W1	Outlines placement details, dress code, hours to be worked, lunchtime arrangements, supervisor's details, duties to be carried out. ELI details are provided by the organisation and the form is signed by them to confirm that the 'Health and Safety Regulations for Young People and Work Experience' will be met.	Student/Parents /Employers to complete

Examples of all forms available on firefly (Careers – Work Experience)

Procedure for students undertaking a placement/volunteering not as part of a course

All students are welcome to request a work placement or volunteering placement outside of their courses. In particular A level students who require a placement for their degree, or A level students not considering university are strongly encouraged to do so, and given time for this purpose. Although the general procedures for arranging the placement are the same as above, the timescales for organizing the placements vary, and tutors are not as involved. Ideally the student signs up for work experience during enrolment, early on in their first year, or during National Volunteering Week in February. Limited placement opportunities such as the Hospital, Police, Law firms etc. will be first-come, first-served, provided students meet the criteria specified by the employer/organization, and complete all relevant paperwork, application forms etc.

Week in advance of Placement	Activity
Enrolment and Induction	NMA/CDN available at enrolment to make students aware of the benefits of work experience/volunteering, and sign students up (especially important for hospital placements)
1	Student visits NMA/CDN. VISTA system demonstrated or Volunteering websites etc demonstrated. Student begins research.
2	Student completes VISTA request/registers on Volunteering websites. If required student prepares a CV & letter, returns to NMA/CDN
3	NMA/CDN check CV etc. contact employers, and update VISTA system.
4	NMA/CDN contact employers, send CV etc. and update VISTA system. Student arranges DBS if required. Placement/volunteering confirmed.
5	H&S checks organized for work placement, unless deemed low risk
6	NMA/CDN send relevant documentation to employers for work placements only
7	Student asked to contact employers/voluntary organisations – arrange visit / interview as required
8	Students briefed, given paperwork. Any outstanding placements finalized.
9	All outstanding issues resolved.
10	Student on work experience/volunteering.

In addition to the VISTA system, the following forms must be completed:

Form	Code	Purpose	Person(s) responsible
Parental/Guardian Consent Forms		Consent form for off-site activities/ work experience/ trips etc.	Parents/Guardians - to complete at enrolment
WE checklist per student / per placement		Summary of confirmed placements per student / per placement	Work Placement Co-ordinator / Senior Management for further authorisation