



Work Experience Policy

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1. Introduction

Work experience plays a crucial role in preparing young people for adulthood and working life. It aids in the development of personal, social, and employability skills essential for future career success. This policy outlines the procedures and responsibilities for work experience placements offered by Step into Learning (SiL) and its subcontractors: Transferable Skills Training (TST), Cornwall Neighbourhoods for Change (CN4C), and The Outdoor Place.



2. Scope

This policy applies to all work experience placements for learners aged 16-18 and 25 with an EHCP provided by SiL and its subcontractors. It encompasses the procedures for identifying, managing, monitoring, and evaluating work placements, as well as ensuring compliance with safeguarding and health and safety requirements.

3. Definition

Work Placement: A planned, specific period of learning outside the learner's place of study, typically in a workplace, where learning outcomes are integral to the programme of study.

Placement Provider: An organisation that offers work placement opportunities to learners.

Subcontractors: External organisations working with SiL to provide training and work placements, including TST, CN4C, and The Outdoor Place.

4. Policy Statement

4.1 Aims and Objectives

Identification of Employers: Ensure appropriate employers are identified for work experience placements.

Safeguarding and Welfare: Comply with safeguarding and health and safety regulations by conducting pre-placement checks and risk assessments.

Monitoring and Assessment: Effectively monitor and assess the work placement to ensure it meets educational and developmental goals.

Evaluation: Evaluate the work placement to ensure it is meaningful and relevant to the learner's career aspirations.

4.2 Roles and Responsibilities

Step into Learning: Naomi West, Employability and Next Step Lead

Contact: Naomi.west@stepintolearning.org.uk | 01566 708850 or 07508465195

CN4C: Lowena Mudge

Contact: lmudge@cn4c.org.uk | 01209 310610

TST: Mark Claridge, Head of Education

Contact: mark@transferableskillstraining.com | 01579 384798

The Outdoor Place: Charlotte Mackrill

Contact: charlotte@theoutdoorplace.info | 07818 048964



Procedure

4.3 Pre-Placement Preparation

Employer Information Pack: Issue to placement providers at least two months before the placement begins, including details on learner contact, safeguarding procedures, risk assessments, and insurance documentation.

Risk Assessment: Conduct risk assessments for the placement provider and the learner to ensure safety and suitability.

Individual Learning Plan: Develop with the learner to identify their skills, career aspirations, and placement goals.

Placement Execution

Induction: Arrange for the learner to visit the placement provider to familiarise themselves with the environment and supervisor.

Clear Expectations: Set and communicate clear expectations regarding roles, reporting procedures, and how to handle incidents.

Monitoring and Evaluation

Termly Updates: Subcontractors must provide updates on safeguarding, health and safety issues, learner progress, and feedback.

Absence Reporting: If the learner fails to attend the work placement and is 30 minutes later than the expected arrival time, the placement provider must contact SiL/the subcontractor immediately to report the absence as this is a safeguarding concern.

If the placement provider is unable to make contact with the subcontractor, they should contact SiL.

SiL/the subcontractor must then contact the learner to ensure that there are no safeguarding issues. If there is a safeguarding concern, a CPOMS entry should be made, and the safeguarding reporting procedure should be followed (see below).

All absences should be documented by both the placement provider and SiL/the subcontractor.

Absences should be reported by telephone to the relevant training provider. Contact details are as follows:

Step into Learning | Clare Glendinning or Naomi West | 07947657858 or 01566701826

Transferable Skills Training | Mark Claridge, Head of Education | 01579 384798



CN4C | Lowenna Mudge, Work Experience & Pastoral Lead | 01209 310610,
07966400621

The Outdoor Place | Charlotte Mackrill | 07818 048964

Surveys: Send surveys to placement providers and learners within two weeks of placement completion to gather feedback.

4.4 Safeguarding and Health & Safety

Safeguarding: Adhere to safeguarding procedures, including reporting any concerns promptly. Refer to the Step into Learning Safeguarding Policy and procedures for guidance.

Health & Safety: Ensure placement providers have appropriate health and safety measures and insurance in place. Conduct initial and ongoing risk assessments as necessary.

Consultation

This policy has been developed in consultation with key stakeholders including SiL, subcontractors, and local businesses. Regular reviews and updates will be conducted to ensure ongoing relevance and compliance with legal and educational standards.

Review

This policy will be reviewed annually or sooner if significant changes occur. Updates will be communicated to all relevant parties to ensure continued adherence and improvement.

References

<https://stepintolearning.org.uk/safeguarding/>

<https://stepintolearning.org.uk/policies/>