

Work Placement and Work Taster Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1 To promote work tasters and workplace training among all sub-contracted providers
- 1.2 To provide guidance, support or direct placements, including H&S pre-placement check, when planning and placing learners for work tasters or longer term work placements
- 1.3 To ensure that the learner is familiar with the physical environment
- 1.4 To receive training in, and implementation of, the organisation's health & safety policies and procedures
- 1.5 To be aware of the organisation's structure and personnel, including key people who will be involved in their training and assessment
- 1.6 Visit the learner at work to give support and encouragement and to identify and resolve any problems with the learner/placement
- 1.7 Help the learner collect evidence for functional skills or other qualifications as appropriate

2. Scope

- 2.1 To cover all activities carried out within learner programmes

3. Key Principles

- 3.1 A work taster is defined as a short, one-off trial of a particular vocational area, usually a maximum of one day. A work experience placement is a more long-term placement e.g. one or two days a week for three to four weeks or more
- 3.2 A learner may try a work taster and/or participate on a work placement, which will involve the learner spending a few weeks gaining work experience in a chosen vocational area. These placements should be of good quality and give the learner insight into what is involved before

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committing themselves to that area of work. Learners may wish to try more than one taster in more than one vocational area

- 3.3 The placement will be checked by the learning provider to ensure that health & safety and insurance cover are all adequate. It is important to ensure that the learner is regularly reviewed in the work place and that a named individual is assigned to support the learner. Only employers offering anti-discriminatory practices will be used.
- 3.4 Prior to the placement the learner will need to be made aware of the employer's Health & Safety Policy and Equality & Diversity Policy as well as any relevant Safeguarding information
- 3.5 The learner will receive a copy of the Be Safe booklet at induction
- 3.6 Employers will be asked to provide an organisation chart and the name of the workplace supervisor prior to the placement commencing
- 3.7 It is the trainer's responsibility to ensure that the learner understands the above information and that he/she has been adequately briefed on health & safety and safeguarding at the employer's premises
- 3.8 Every effort will be made to provide placement opportunities that are relevant and take due notice of available labour market information
- 3.9 Placements will be offered that reflect learner's interests and at a time when he/she is ready for them
- 3.10 Placements will provide evidence for development of employability skills
- 3.11 Learning providers will produce an information pack on Study Programme for the organisation providing the placement
- 3.12 Risk assessments must be carried out each time an employer is considered to act as a placement provider

4. Staff Responsibility

- 4.1 All trainers and senior managers
- 4.2 CEO has overall and final responsibility for all matters relating to work placements and tasters

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4.3 Day to day responsibility for the implementation of this policy within learning providers rests with the Partnership Director who will ensure that:

- a) adequate resources are available**
- b) adequate arrangements are made to bring this policy to the notice of all staff, learners, providers and employers**

4.4 Day to day responsibility for the provision of tasters and placements rests with the learning provider manager who will ensure that:

- a) adequate resources are available**
- b) adequate arrangements are made to bring this policy to the notice of all staff, learners, providers and employers**

5. Monitoring and Evaluation

5.1 Self- assessment and inspection frameworks

5.2 Monitoring against targets set within SLAs

5.3 This policy is liable to equality impact assessment annually

6. Supporting Documents

6.1 This policy should be read in conjunction with the following documents:

- Develop handbook for learners**
- Safeguarding policy**
- Child Protection policy**
- Disability statement**
- Learning programme and activity plan**
- Equality & Diversity policy**
- Health & Safety Policy**
- Quality Policy**

Policy signed by *Mark Pike* **CEO: Date: 01/12/2015**

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