

Work Experience Policy

Document Summary

Date of approval: 18/11/19

Approved by: Academic Board

Last revision date: 31/08/2023

Next revision date: 31/08/2024

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1: Introduction

This document outlines college policy towards work experience on the Higher National Certificate/ Diploma and Diploma in Education and Training courses at The City College. It also recognises the practical work orientated elements of the acupuncture and Tuina courses delivered at The City College of Acupuncture. It includes an explanation of the responsibilities of the College, the rights and responsibilities of students and what is expected from the work experience providers.

2. Work Experience Learning Commitment

The College is committed to:

- Working with students and employers to develop work experience learning opportunities of the highest quality which meet the aims and intended learning outcomes set and provide added value within the whole learning experience
- supporting well-managed experiences by making available to academic departments the administrative guidance and support that enables the College to meet its obligations and responsibilities
- providing high-quality student support and information as appropriate
- ensuring that, wherever possible, students with disabilities are not disadvantaged
- working with employers who understand their role in providing an appropriate learning opportunity in a work environment and who will meet all their obligations to their employee/ our student, especially regarding insurance and health and safety
- evolving manageable means of supporting, monitoring and evaluating work experience learning opportunities
- extending the range of work experience opportunities available to students.

3: Responsibilities of the College

The College will:

- Promote work experience opportunities at the pre-admissions stage by ensuring that all relevant paper and web-based literature clearly identifies relevant requirements
- Ensure that for each workplace learning opportunity the relevant learning outcomes are identified and made clear in relevant programme materials
- Ensure that work experience only takes place in settings where the intended learning outcomes can be achieved
- Ensure that work experience takes place in settings where only appropriate work based duties are available

Ensure that each student who participates in work experience receives appropriate advice, guidance, and support (before, during, and as appropriate, after the work experience). Specifically, provisions should be made for each student:

- To receive detailed information as to how study/work undertaken will be supervised and assessed/marked
- To partake in relevant briefing and training before and during the experience, including general health and safety advice and being made aware of the College's emergency procedure
- To engage with College staff to discuss features of work experience, feedback from the experience provider and to raise issues of concern
- To receive continuing support from their academic department
- To receive specialist advice and guidance if they have additional support needs
- To provide formal feedback to College staff, and wherever possible, discuss this with them
- To ensure that adequate provision is provided for the development of academic and administrative staff involved in learning
- To ensure that appropriate internal review mechanisms are in place to monitor and evaluate work experience learning opportunities wherever practicable.
- To ensure that students (for SCW and HP students) are fully conversant with completing the portfolio (PLAD).
- To ensure that students (for DET) are fully conversant with completing the memorandum of understanding (MoU).

4: Rights and responsibilities for the student

Each student who undertakes work experience should expect to:

- have access to appropriate and relevant information and support with which to plan, organise and execute their work experience
- receive effective support and supervision
- work in a safe environment
- be treated in accordance with applicable legislation
- for the results of the work experience to be assessed in a timely manner.

The College itself expects each participant to:

- abide by the requirements of their employment and continue to observe the College's student regulations where appropriate.
- act with increased self-responsibility whilst preparing for and undertaking their work experience and to be mindful of their role as a representative of The City College
- attend scheduled lectures/ sessions/meetings and to have accessed all information that has been brought to their attention
- inform the College of any personal factors (e.g., health, disability, linguistic or cultural) that may affect the level of risk associated with undertaking the work experience or may require adjustment on the part of the College or employer
- inform the College and employer of any access or support needs that may require adjustments
- be familiar with the procedure to be followed when confronted by an emergency and to alert relevant parties to any problems as soon as is practical
- follow with due care all requirements made of them by the employer, especially with reference to health and safety
- maintain good and prompt communication with the College by responding promptly to emails/ letters/ phone calls, completing all reports and other requests for information etc.
- inform the College promptly of any changes in the terms and duration of the experience
- report all accidents they are involved in, to the College and to provide feedback on any health and safety concerns that are not addressed by their employer
- complete the portfolio (PLAD) if they are a SCW or HP student)
- complete the Memorandum of Understanding (MoU) if they are a DET student

5: Expectations of the employer

It is expected that employers will have assessed the suitability of their employees who are also students at The City College. It is also expected that employers will be prepared to enter into any relevant correspondence related to the planning and undertaking of the work experience by their employee and student of The City College.

For DET students, the foundation of this will be confirmed in the Memorandum of Understanding (MoU) between the employer and the College.

When agreeing to support their employee as a student at The City College, the employer will be confirming that it:

- can offer an appropriate study/work programme or project and will nominate a supervisor who will be responsible for making arrangements for day-to-day supervision of the employee/ student
- allows visits by a designated member of staff from the College if required
- complies with all insurance and health & safety requirements, and any other appropriate workplace legislation
- provides health and safety guidance and training upon the employee/ student's arrival (preferably on the first day) and throughout the work experience (e.g., fire precautions and emergency evacuation arrangements, instruction about any potential hazards and how to report accidents, incidents and unsafe conditions)
- will advise and consult the College in cases of serious accidents or incidents involving the employee/ student
- will advise and consult the College in cases of breaches of discipline involving the employee/ student
- is willing to contribute to the assessment of the work/ study undertaken by the employee/ student in the workplace if appropriate and possible, and that it will indicate in advance of the work commencing whether the agreed means of assessment might be affected by, for example, confidentiality issues
- it will observe relevant national legislation (statutory legal requirements) when discussing any reasonable adjustment to the working environment and/or relevant hazards should it be made aware by the College or the student of any personal factors which may impact on the experience.