



# Work Experience Policy

## 2023 - 2024

# **Activate College Work Experience Policy**

## **Introduction**

This document details the responsibilities for Activate College and external organisations who are involved in work experience placements. Activate College supports students to attend work experience opportunities, this exposure to work is a significant step in preparing young people for adulthood and working life by developing their personal and social skills as well as the key skills they will need for their future.

Although, work placement is the generally used term, it is important to recognise that it is not the same as a temporary job, as by definition it is a period of unpaid work. It is an arranged opportunity for a student to gain an insight into the variety of work carried out in any given business, to see the way the business operates and ideally to participate in life and some aspects of the world of work. At Activate College we offer both internal and external placement opportunities.

## **INTENT**

Our aims are to:

- Ensure that work experience should be an integral part of a student's development and should prepare them for the transition from College to Adult life.
- Enable students to experience the demands and expectations of the 'world of work' and provide the opportunity to put into practice and see the relevance of skills learned at College.
- Enable students to make more realistic choices and develop their independent skills for life, in accordance with their EHC Plans and Annual Reviews.

## **IMPLEMENTATION**

At Activate we provide students, with the opportunity to focus on and to improve in the following areas:

- Making realistic informed choices about their career/life pathways based on the skills, knowledge and experience gained at the placement.
- Gaining self-confidence through a planned programme which may include mock interviews and pre-placement interviews.
- Developing work related communication skills.
- Developing employability skills.

## **Legal Requirements and Recommended Best Practices**

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement. The main areas to be aware of are: "Health and Safety at Work" The Health and Safety (Training and Employment) Regulations 1990 which states that all those receiving training or work experience from an employer in the workplace are deemed to be 'employees' for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an 'employee'.

Activate College require students:

- To co-operate with the employer and to follow instructions on Health and Safety.
- Not to interfere with or misuse anything provided for their Health, Safety or Welfare.

## **Risk Assessment**

Before the commencement of an external work placement a Risk Assessment will be conducted by a member of the CAT team in conjunction with the Employer/Provider. The employer will be informed and must consider any relevant information provided, relating to the student's medical condition, or any physical and learning disabilities, and devise appropriate risk controls to protect both students and/or employees. The employer will also be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement.

## **Employer and Public Liability Insurance**

Employer's Liability Insurance covers the business's legal ability for injuries sustained by employees (including students on work experience), whilst at work. Confirmation will be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in operation. The employer must also notify their insurers that they participate in work experience placements. If the employer does not confirm that these insurances are in place, the work placement will not take place.

## **Motor Vehicle Insurance**

If the student travels with a Job Coach in their vehicle to and from placement, they must have the vehicle insured via business insurance and all documentation must be submitted to Activate's Human Resources department before travel commences.

## **IMPACT**

Students will carry out meaningful work in accordance with the agreed duties for their placement, which will ensure that as a College, we are equipping students and making them ready for the next stages of their lives into Supported employment, further education, supported internships, adult social care, volunteering, training. Whilst on placement students will be supported by a College Job Coach and the Employer will be expected to allocate a responsible employee to plan the work and that person will be designated for the welfare and supervision of the student during the period of the placement.

Students will not receive any payment for work. Students will not be allowed to work hours which are considered unreasonable, and the employer must comply with the relevant provisions of the Working Time Regulations.

## **Placement Monitoring**

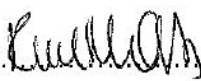
Activate College Job Coaches will monitor the placement progress of students who are attending internal or external placements and complete target assessments and work log diaries. The Careers Lead will oversee student placements ensuring continued compliance.

## **Statutory Obligations**

Activate College agrees to observe all relevant current legislation, in particular that relating to Health and Safety, and legislation in respect of the Equality Act 2010, we have a duty not to discriminate against people because of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexuality.

Signed:  .....(CEO)

Date: 21.07.23

Signed:  (Link Trustee Member)

Date: 27.07.2023

Date for Review: July 2024