

Work Placement Policy

*Excellence, Integrity, Supportiveness,
Valuing Others*



Our Mission

To inspire learners to recognise and achieve their full potential

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Hampshire, incorporating Andover College

The *Work Placement Policy* was reviewed and reconfirmed by the Board of Governors in July 2017. This supersedes the previous publication and is effective from 1 August 2017.

Equality Impact Assessment	Conducted:
Originator: Deputy Principal	Located: College intranet
	College website
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Work Placement Policy

Introduction

Work placement activities are central to Sparsholt College Hampshire (“the College”) curriculum and play a core role in the development of students’ enterprise and employability skills.

The College has a curriculum in which work placement is featured across a large proportion of both Further and Higher Education programmes. Learners undertake placements within a range of industries across many different sectors, with varying activities. While most take place within Hampshire, a proportion occur nationally and overseas.

The purpose of this policy is to ensure that the College promotes work placement as an integral part of the curriculum and an essential tool for progression to employment. Inherent in the policy is the commitment from the College to support students in selecting an appropriate placement and meeting the College’s obligations regarding relevant risk assessment of the placements, including insurance requirements.

Principles

All placements will undergo a checking process relevant to the age and course level of the learner, taking into account the activities to be undertaken on placement. This process is firstly to ensure that the placement has an appropriate risk assessment and insurance provision in place, but also to ensure that the placement can provide relevant activities for the learner who is undertaking the placement.

All UK placement providers will have to provide evidence of Employers and Public Liability insurance as appropriate.

Placements for learners under 18 years old will normally be restricted to no more than three consecutive weeks or 15 non-consecutive days over a longer period. For placements over 3 weeks, DBS checks for the work place supervisor will be completed if not already in place.

Overseas placements are available to students 18 years of age and over, who undertake to make their own arrangements regarding insurance.

Learners who have not reached the age of 18 years are considered more vulnerable and at risk of injury in the workplace, and the consequence of this is that procedures are differentiated for this age group, as determined by the Management of Health and Safety at Work Regulations (1999).

Access to work placements for learners with any disability is actively promoted by the College, who will work with providers to ensure that appropriate adjustments are made to facilitate this. Additional risk assessments will also be undertaken as required.

This Policy applies to all learners of the College who undertake a period of paid or unpaid work in a relevant workplace as an assessed part of their programme of study.

The College shall, in accordance with its Health and Safety policy, take all reasonable steps to secure the health and safety of learners undertaking work placements.

Higher Education students will be responsible for liaising with the workplace provider prior to commencement, to ensure agreement about objectives to be achieved during placement, to comply with the QAA UK Quality Code for Higher Education chapter 10 (2012).

Responsibilities

The College

The College has a duty under the Health and Safety at Work Act to ensure, as far as is reasonable practicable, that neither employees, visitors nor learners are exposed to risks to their health and safety arising out of College activities. This will include the provision of robust and auditable systems to ensure work placement takes place in appropriate work environments and meets awarding body requirements. The College has a responsibility to ensure that any staff involved in the management or administration of placements have appropriate training, and are in turn aware of their responsibilities in the process, including when visiting placements.

Placement providers

Learners on placement are employees of the placement provider under the terms of either a contract of employment or the Training for Employment Regulations 1990 and, as such, are owed a duty of care. The employer (placement provider) must ensure so far as is reasonably practicable the health, safety and welfare at work of the learner. This includes assessing the risks to which the learner on placement is exposed at work and providing training, instruction and supervision. These are particularly important aspects given the youth and inexperience of many of the learners on placement. The primary responsibility for meeting statutory Health & Safety requirements within a placement remains with the employer (placement provider).

Students

Students on placement have the same Health & Safety responsibilities as any other employees in the workplace. They must take reasonable care for their own Health & Safety and for the Health & Safety of other people who may be affected by their acts and omissions. They must also cooperate with the placement provider in complying with the placement provider's legal duties. Disclosure and Barring Service (DBS) checks may have to be completed by some learners before placements can begin, eg Health and Social Care, Child Care and Sports learners.

This policy should be read in conjunction with the Work Placement Procedures document as well as other College policies, in particular the Health and Safety Policy, Safeguarding Learners Policy, and the Curriculum Delivery and Quality Improvement Policy.