



Work Experience & Work Placement Policy

September 2025

History of Changes

Version	Description of Change	Authored by	Date
1.1	Additional word “hazards” at point 4. Responsibilities. Updated 5.2 to include Policy and 5.3 change of name from Juveniles and Adults at Risk of harm to Safeguarding Children and Adults at Risk of Harm	H Anderson	4 November 2013
1.2	Amendment from Health and Safety Audit to Health and Safety Assessment	H Anderson	May 2015
1.3	1. Introduction updated to reflect new SFC Work Placement Guidance. 2. Scope amended to include the range of workplace experience throughout the Learner Journey. 3. Key Principals to include all full-time courses will include a work placement or other workplace experience and a unit will be included where appropriate. 4. Responsibilities updated. Change from the need to provide attendance registers for placement	H Anderson	May 2017
1.4	Change of job titles. Section 3.3 updated to reflect Work Placement procedure – students studying at SCQF Level 5 or below to be allocated a placement	H Anderson	May 2019
1.5	Addition of Work Based Challenge unit	H Anderson	September 2021

1.6	Section 3: Key Principles 3.1 Amended to state at SCQF Level 5 & above 3.3 Amended to state supported programmes. Section 4 Responsibilities: Change of job titles (CLM to HoS) Work Placement Coordinator role added Section 5 – title changes to related policy	D Lowe D Whellans	November 2024 - June 2025

Policy Statement

1. Introduction

- 1.1 The purpose of this policy is to set the expectation that full-time students will benefit from high quality work placements or other workplace experience.
- 1.2 The aim of this policy is to ensure a consistent approach to workplace experience to improve the future employment prospects of our students.
- 1.3 This policy outlines the main principles and responsibilities for staff involved in the monitoring and/or organisation of work experience for students.
- 1.4 The College will ensure that all Work Experience students are placed in a safe and healthy working environment so far as is reasonably practicable.

2. Scope

- 2.1 The Learner Journey on workplace experience within courses (Inspiration, Simulation and Placement).
- 2.2 All full time or part time students for which the College has responsibility to organise the work experience placement.
- 2.2 All staff involved in either monitoring and/or organising work experience placements.

3. Key Principles

- 3.1 Full time courses will include a Work Experience Unit or Work Based Challenge Unit within the course design, where appropriate.
- 3.2 Work placement applies to full-time students studying SCQF Level 5 and above and Supported Programme students.
- 3.3 All full-time courses at SCQF Level 5 and above will include a work placement or other workplace experience linked directly to their course within an appropriate duration and location which is tailored to their individual needs.
- 3.4 Students studying SCQF Level 6 and above will be asked to source their own placement initially. The Work Experience Lecturer must inform the student of their target start date for placement. On sourcing a suitable work placement, students must complete a Work Experience details form and submit this to the Work Experience Lecturer/Work Placement Officer. The Work Placement Officer will undertake the necessary checks on receipt of this form. If the student is unable to source a suitable placement the Work Placement Officer will source one from the College bank of placements.

- 3.5 The College staff will ensure compliance with the Protection of Vulnerable Groups (PVG) Scheme in accordance with the placement providers requirements.
- 3.6 It is the responsibility of the Head of Sector (HoS) and Delivery Team Manager (DTM) to ensure workplace experience is included within the course design.
- 3.7 The College staff will ensure that the students have been made aware of and have understood the relevant hazards of the job in which they are being trained and are aware of the controls required to reduce the risks to an acceptable level.
- 3.8 The College staff will ensure compliance with Health and Safety legislation including that which is specific to young persons and the working time directive and if appropriate new and expectant mothers.
- 3.9 The College staff will make the placement provider and work experience student aware that the student is legally an employee during the time of placement.
- 3.10 The College staff will ensure that the student is suited to the placement on offer.
- 3.11 The students will reflect on their learning from participating in the workplace experiences.

4. Responsibilities

Work Experience Lecturer

- 4.1 They are responsible for the attendance register and assessment register for those entered for a Work Placement Unit. *
- 4.2 They are responsible for ensuring the students are aware of the hazards of the job. *
- 4.3 They are responsible for agreeing the point in the Learner Journey (Inspiration, Simulation, Placement) for each individual student. *
- 4.4 They are responsible for preparing the student for the work placement e.g. appropriate dress code, behaviour, client confidentiality, hazards etc. *

* NOTE: for supported programmes, it is the Work Placement Officer that undertakes the completion of attendance register.

Work Placement Officer (excluding Supported Programmes)

- 4.5 They will liaise with the Work Experience Lecturer to ensure the suitability of the placement on offer.
- 4.6 They will liaise with the Work Experience Lecturer to agree the start date following satisfactory completion of all the necessary documentation.
- 4.7 They will maintain and update the College database of placement providers through completion of the health & safety assessment form.
- 4.8 They will also identify and agree transport arrangements prior to confirming placements.
- 4.9 They will carry out the background checks and ensure the provider completes the health and safety assessment form.
- 4.10 They will provide the placement provider with relevant information.
- 4.11 They will update Placement progress reports on Work Placement TEAMS site on an ongoing basis.

Health and Safety Manager

- 4.12 The Health and Safety Manager will check the assessments from a Health and Safety point of view and will follow up on any issues identified.

Head of Sector (HoS) and Delivery Team Manager (DTM)

- 4.13 They will ensure full-time courses include appropriate Workplace experience and are shown on the timetable.
- 4.14 They will also ensure that staff are made aware of the Work Experience & Work Placement Policy and Procedures.

Work Placement Coordinator

- 4.15 They will lead a team of Work Placement Officers and provide on-going guidance and support.
- 4.16 They will provide support and guidance to Work Placement Officers on work-placement allocations.
- 4.17 They will liaise with the College Health and Safety Manager to ensure Work Placements comply with Health and Safety legislation.
- 4.18 They will develop and implement an approach to work-placement opportunities ensuring parity across college.
- 4.19 They will ensure Work-placement Officers complete necessary checks prior to students commencing placement (Employers Public Liability Insurance, completion of Health & Safety Checks, adequate PPE and supervision etc).

5. Related Documents

- 5.1 Data Protection Policy
- 5.2 Safeguarding Children and Adults at Risk of Harm Policy
- 5.3 Bullying and Harassment Policy
- 5.4 Positive Behaviour & Anti-Bullying Policy
- 5.5 Health & Safety Policy
- 5.6 Educational Excursions Policy

6. Review

- 6.1 This policy will be reviewed every 2 years.

7. Associated Procedures

- 7.1 Work Experience & Work Placement Procedures

8. Equality Impact Assessment

- 8.1 Equality impact assessment has been carried out and approved by the Equalities Officer.

Status:	Approved JCCP September 2025
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Equality Impact Assessed:	June 2025