



Work Experience and Work Placement Procedure

November 2025

History of Changes

Version	Description of Change	Authored by	Date
1.1	Inclusion of induction to work placement process, WPO will attempt to source a placement, name change of document from HS1 to WP02, checking of form by Health and Safety manager, site selection checklist added, clarification of duties when assessed unit, change to flowchart	H Anderson	June 2016
1.2	Inclusion of Work Inspiration and Work Simulation process, updated Health and Safety process, Course Tutor changed to Work Experience Lecturer, removal of Progress flowchart. Change from the need to provide attendance registers for placement	H Anderson	May 2017
1.3	2.8 inclusion of suspending a placement pending the outcome of an investigation. Additional statement of Health and Safety checks. Changes to role title. Flow charts updated. Courses completing unit below SCQF 6 will be allocated a placement in line with new unit specifications	H Anderson	May 2018
1.4	Update to post titles	H Anderson	Nov 2019
1.5	COVID 19 Statement	H Anderson	May 2020
1.6	Amendment of COVID-19 Statement, inclusion of Work Based Challenge Unit – emphasis on critical paragraphs and GDPR Statement	H Anderson	October 2021
1.7	Removal of references to COVID 19 and COVID 19 statement; Change of job titles; Updates to storage of documentation and minor process changes	D Lowe	November 2025

Introduction

The following information details the procedures that must be followed to ensure all relevant students will benefit from high quality work placements or other workplace experience. The procedure includes the following sections:

Section A Work Inspiration activities

Section B Workplace experience including Realistic Working Environments (RWE)

Section C Work Placements with an employer

GDPR STATEMENT

Staff must follow the Data Protection Policy to ensure the requirements of data protection legislation is being adhered to.

Please note: Where the College sources the opportunity and recommends those opportunities to the student, it is then the student who should be making the arrangements thereafter.

Students are, by law, classified as an employee of the organisation during the placement, so they will disclose personal information themselves to the employer.

Section A: Work Inspiration Activities

All students will undertake Inspiration activities which will link to the Skills Strategy 2020-25 (to be replaced with Future and Enterprise Skills Strategy 2030 once published) and these will include:

- Employer presentations
- Employer-led master classes
- Mentoring & coaching
- Careers events
- Practice interviews
- Site visits or remote online visits

Section B: Workplace experience including Realistic Working Environments (RWE)

Students who are not ready to undertake a placement with an employer must be given the opportunity to gain workplace experience through work simulation or work inspiration activities. These may include:

- Client Initiated Projects
- Realistic Working Environment (RWE)
- Business-led Projects
- Work Based Challenge Unit

Section C: Work Placement with an employer

This section details the procedures to be followed to ensure students are placed on an appropriate work placement, which has been checked to ensure a safe and healthy working environment as far as is reasonably practicable and is monitored to meet all party's needs.

Health and Safety checks must be completed before students start their placement

Health and Safety training will be provided to all staff through the College staff development programme. Staff should contact their Line Manager if they would like to discuss further training opportunities.

There are 3 types of placements:

1. Work Placements associated with assessed units
2. Work Placements integrated within their programme, e.g. within Care
3. Work Placements associated with the vocational area but non-assessed.

A flowchart of the procedure is attached in Appendix A and relates to all types of placements.

1. Prior to Work Experience

- 1.1 The Head of Sector (HoS) for the area will agree the timetabled placement by May of each year and will share this with relevant staff.
- 1.2 The Work Placement Officer (WPO) and Work Experience Lecturer (WEL) will jointly provide each group with an induction to the work placement process.
- 1.3 Students **studying SCQF level 5 or below (including non-accredited work placement)** will be assisted by the WPO to find a placement from the College placement database (except some care courses and the Scottish Racing Academy who source their own placements).
- 1.4 Students studying **SCQF Level 6 and above** will be asked to source their own placement initially however it's important to note that students on **Health, Social Care, Child Care and Supported Programmes** do not source their own placements.

The WEL 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 WEL/WPL. The WPO will undertake the necessary checks on receipt of this form. If the student is unable to source a suitable placement the WPO will assist the student to source one.

- 1.5 For students unable to source a suitable Work Placement, the WPO will assist the student to source one. If a suitable Work Placement cannot be found, the WEL must consider alternative routes such as work inspiration or work simulation activities (see Sections A & B).
- 1.6 Students already in relevant employment may use this as their Work placement. This does not include self-employment where appropriate supervision is not available.
- 1.7 **A student must not commence their Work Placement prior to the Work Placement Officers approval.**
- 1.8 Transport requirements must be identified and agreed with Students and the WPO prior to any decision regarding a placement. Students under 22 will be expected to use their Young Scot card wherever possible. Students will be signposted to the Student Advice Centre for further guidance.
- 1.9 The WEL will ensure that all students are given the correct health and safety information and training prior to their placement including their duties under health and safety legislation.
- 1.10 All employers are required to complete the Work Placement Health & Safety Assessment, which ensures the suitability of the placement provider. This must be carried out **prior** to the student going on placement.

Any WPO considering a potential work experience placement must check the "Work Placement Health & Safety Assessment" database first to check if a valid Health & Safety assessment is in place for the appropriate subject area. This database can be found in the "Work Placements" Teams site, under the "General" channel.

If a valid Work Placement Health & Safety assessment is not in place the WPO must carry out an assessment prior to the placement starting. To do this, the WPO must send the link to the "Work Placement Health & Safety Assessment" form to complete.

The Work Placement Health & Safety assessment is valid for 3 years unless there has been a significant change. (See 2.9)

The Health and Safety Manager will conduct spot checks on recently completed Health & Safety assessments at least once per block to ensure full compliance. Wherever practical, the WPO should carry out a site visit prior to the start of work placement. Due to the number and geographical spread of the placement providers, the College may carry out the initial audit for Low-Risk occupations by telephone or correspondence prior to the commencement of the placement.

- 1.11 If required, the HoS or Delivery Team Manager (DTM) will arrange for any Site Selection Check Lists to be completed as per the Approvals Procedure.
- 1.12 The WPO must check that the Insurance documentation is valid and update the Work Placement Health & Safety Assessment database to confirm sight of insurance certificates. If copies of the insurance certificates are received, these should be stored in the "Work Placements" Teams site, under the "General" channel.

The placement provider will maintain that level of cover for the duration of the placement which will be done using the Contract of Agreement.

Where the placement provider, by nature of the size or type of business would not normally have such cover in place, the College will maintain personal accident cover. The PA to the Vice Principal must be informed of each student who requires this type of cover. The PA to the Vice Principal will require the student's name, DOB, course, employer and placement start/end dates. The PA to the Vice Principal records this information on a database stored within a secure area accessible to the PAs and Finance managers.

- 1.13 Placements for students who are under 18 years of age or new and expectant mothers must by law have a risk assessment carried out.

The College risk assessment for new and expectant mothers can be used to cover work experience providing all tasks are covered.

A risk assessment for a young person does not need to be a separate document – this can form part of a placement providers existing risk assessment if it ensures the young person is not exposed to risk due to lack of experience, or unaware of potential risk due to lack of maturity.

The WPO will ensure the placement provider has completed the necessary checks.

- 1.14 Parental permission is also required for those students aged less than 16 years to take part in Work Experience. This will be carried out by the Course Tutor/WEL, usually during the Induction period. The WPO must check that the form has been signed and returned prior to agreeing a Work Placement for a young person. Completed forms must be stored in the "Work Placements" Teams site, under the "General" channel.
- 1.15 All students must sign a 'Work Experience Agreement' prior to starting their Work Placement. Completed forms must be stored in the "Work Placements" Teams site, under the "General" channel.
- 1.16 Where a student requires a Protecting Vulnerable Groups (PVG) Scheme check, the WPO will initiate the student's application and ensure the student completes the application form. The student is responsible for sharing their PVG number with their placement provider and with the WPO.

Please note: all PVG applications are now managed online.

For further information regarding the College Disclosure Policy and Procedure please contact the Head of People Services (lead signatory).

- 1.17 Some Health, Social Care and Child Care work placements require a reference for the student. Where applicable the WPO will source the references and forward onto the Placement Provider. References must be stored on the "Work Placements" Teams site.
- 1.18 Once a student placement has been agreed both the WEL and WPO must inform each other of any issues that may impact on the placement e.g. transport, health problems, discipline, poor attendance etc.
- 1.19 The WPO will send a confirmation letter and information pack to each placement provider upon approval of the placement. This pack is available in the "Work Placement" Teams site, under the "Templates" channel.
- 1.20 The WPO will inform the WEL once all the background checks are complete and transport arrangements in place. The WEL will then inform the student of their start date.

2. During Work Experience

- 2.1 The WPO will act as the main point of contact for all placement related enquiries and liaise with WEL to resolve any issues arising from the placement. All contact with the placement provider must be recorded on the "Work Placement" Teams site.
- 2.2 The WPO will carry out at least one placement progress check per block and details added to the "Work Placement" Teams site. This could be a telephone call, visit, or written report.
- 2.3 If the work placement is part of an assessed unit and an observation or supervisors report is required, this will be carried out by the WEL.
- 2.4 The Course Structure and Student Timetable will include placement. This will create an attendance register that must be updated on a weekly basis by the WEL. For supported programmes, it is the WPO that will undertake this task.
- 2.5 Any concerns regarding a placement must be reported to an appropriate member of college staff e.g. their Course Tutor or Work Placement Officer.
- 2.6 The Work Placement Officer must carry out a Health and Safety Assessment update for approved providers when they have been notified of a change to any methods, machinery, or layout that could affect the Health and Safety of the Student.

3. After Work Experience

- 3.1 The WPO will issue a letter of thanks to the Placement Provider. The template is available in the “Work Placement” Teams site, under the “Templates” channel.
- 3.2 The WEL will record assessments (where appropriate).

4. Templates, Checklists and Storage of Documents

- 4.1 All templates to be used for Work Placements can be found in the “Work Placement” Teams site, under the “Templates” channel.
- 4.2 A checklist to support Work Placement can be found in the “Work Placement” Teams site, under the “General” channel.

All WPO's must:

- 1. List their students, and
- 2. Complete the checklist for each placement.

This must be done promptly to support placement tracking and compliance requirements.

- 4.3 All paper documentation, including signed documentation, must be scanned and uploaded to the Work Placement Teams site, and the paper copies disposed of safely (shredded or placed in confidential waste). Work Placement Process (for the purpose of JCCP review & approval, the update to Appendix A is shown in a separate document)
- 4.4 The Work Placement process is shown in Appendix 1.

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Equality Impact Assessed:	July 2025

Appendix 1

WORK PLACEMENT PROCESS

