

## **WEX / Industry Placements Policy 2024**

This policy refers to and should be read in conjunction with the following policies:

- Child Protection Policy
- Attendance and Punctuality Policy
- Behaviour Policy
- Careers Education, Information, Advice and Guidance Policy
- Provider Access Policy

### **1. Pupils with SEND**

The SEND Code of Practice sets out that schools should “raise the career aspirations” of pupils with SEN and “broaden their employment horizons”.

Mulberry UTC is committed to providing the following to all SEND students:

- Work Experience (non-T'Level students) / Industry Placements (T'Level students)
- Taster opportunities
- Mentoring
- Exploring entrepreneurial options
- Role models and inspiring speakers

### **Work Experience (non-T'Level students)**

#### **2. Aims of Work Experience (non-T'Level students)**

Mulberry UTC recognises the essential skills and knowledge that are gained through exposure to the workplace and therefore endeavours to provide numerous opportunities for our students to interact with different workplaces and professionals.

Mulberry UTC uses the Gatsby Benchmarks to ensure it develops its careers programme in line with statutory requirements.

By the time they are 16, Mulberry UTC students should have at least 1 first-hand experience of a workplace. This could be through:

- Work experience
- Work visits
- Work shadowing

In key stage 5 students on technical and vocational study programmes are expected to do work experience, or some form of work-related training, as part of their study programme. For some, it can be the core aim of their study programme.

Mulberry UTC work experience should be planned to take account of the pupil's needs and future plans.

Common principles of a high-quality work placement are that it:

- is purposeful, offers challenge and is relevant to the young person's study programme and career aspirations
- allows the student to apply the technical and practical skills learned in the classroom/workshop
- is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs
- has a structured plan for the duration of the placement that provides tangible outcomes for the student and employer
- has clear roles, responsibilities and expectations for the student and employer
- is followed by some form of reference or feedback from the employer based on the young person's performance

### **3. Approval Process and Safeguarding Considerations for Work Experience Placements (non-T'Level students)**

The work experience provider (employer) is responsible for a pupil's health and safety when they are on work experience. This is set out in guidance from the Health and Safety Executive (HSE).

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

However, Mulberry UTC carries out a number of checks prior to confirming a placement to make sure the placement is as safe as possible for the pupil. The process for approving work experience placements for Mulberry UTC students is as follows:

Once a placement provider has agreed to offer a placement to a student, they will be required to complete an online form. The online form requests the following information:

- Full details of the company and the key contact including, name of organisation, full postal address, contact name and title, contact email address, telephone number, sector and number of employees.
- Details of what the student will be involved in each day, working hours and other important details such as eating and clothing requirements (including need for PPE) and whether the students will be required to complete a DBS check for the placement. Students should not work for more than eight hours in a day or for more than five days in a week.
- For safeguarding purposes, in line with KCSIE, organisations are asked if students are likely to be working in a 1:2:1 situation with a member of staff for a long period of time and whether they can ensure that any worker that the student is working with has ever been barred from working with children. No student will be allowed to go on a placement where they are at risk of working with someone who is barred.
- Due to the nature of our specialisms, the work experience placements secured tend to be low to medium risk environments. The organisations are asked to state on the online form if the placement and its environment carry any risks additional to a typical low risk environment. This is supplemented with an up-to-date Risk Assessment that is suitable for the student(s) that they will be hosting. Placement providers are given guidance on how to complete their risk assessments, following HSE guidelines. Our deputy SENCO will liaise with organisations to ensure that they are aware of individual student needs, where required, and to ensure that the Risk Assessment takes these needs into account appropriately. Needs include the student's physical and psychological capacity and any particular health conditions or learning difficulties.
- All organisations must have suitable (ABI member) employer liability insurance in place which is valid at the time of the placement. The online form requires work experience providers to

upload a copy of their policy documents. No placement can go ahead without Employer Liability Insurance.

- Providers are asked to confirm that they will abide by the data protection and privacy law. They are also guided on basic safeguarding procedures and asked to sign to confirm they will follow the procedures.

The placement will only be approved once all information and documentation has been collected and checked. Modifications or further documentation may be requested at this stage (e.g. to the Risk Assessment or we may require the organisation to send us another copy of the employer liability insurance if the insurance runs out before the placement commences).

To complete the approval process, full details of the placement (including the Risk Assessment) will be sent to parents to consent.

#### **4. Preparing for the Work Experience Placements (non-T'Level students)**

Mulberry UTC is committed to ensuring that students are fully prepared for their placements. Students will be involved in work experience preparation sessions pre-placement covering many topics such as work etiquette, health and safety in the workplace and logistical matters (such as traveling to and from the placement and what to do if you are sick). Students who are in receipt of free-school meals will be offered packed lunch packs for the period of time they are on placement.

Before the placement starts, parents will be sent a letter outlining expectations including what to do if their child is sick.

Employers are also sent a letter prior to placement commencing to remind them of safeguarding procedures, health and safety requirements, data protection rules and absence procedures. This includes specific details of who to contact in the case of a health and safety concern. Employers are reminded of the importance of the induction session at the beginning of the placement, in line with the Risk Assessment requirements.

#### **5. Monitoring, Evaluation and Review of Work Experience Placements (non-T'Level students)**

During the placement, a member of staff from Mulberry UTC will either contact the provider via telephone or complete a visit to monitor progress.

After the visit, employers will be asked to complete an online form. This includes a summary of student's strengths and focus areas for development alongside evaluation of the logistics / organisation of the work experience programme. This feedback will be used to review policies and procedures.

Students will take part in a reflection activity where they will see the reports from their placement providers and consider how their experience links to transferable skills and future career pathways.

#### **Industry Placement (T'Level students)**

#### **6. Aims of T'Level Industry Placement**

T'Level Industry placements aim to provide students with practical experience directly related to their course, helping to prepare them for the world of work. Our Employer Partners play a key role in creating meaningful opportunities for the students.

## **7. Industry Placement Agreement for T'Level Industry Placements**

Mulberry UTC deliver the T'level Health – Adult Nursing. The industry placement component of the T'level Health course requires students to complete 315 hours over the duration of the course. Barts NHS Trust guarantee to provide industry placements to a maximum of 20 T'level students per academic year. Placement will provide the full 315 hour requirement to the students in hospitals across the trust - see appendix 1 – Service Level Agreement.

The industry placement agreement involves students completing a form that includes signing to adhere to behaviour and attitude expectations, dates and times of the placement, health and safety requirements and safeguarding requirements (including DBS checks) - see appendix 2 – The T'Level industry placement agreement.

Mulberry UTC have Industry Placement Agreement (IAP) aligned with the Work Experience and Work Shadowing Policy of Barts NHS Trust – see appendix 3.

Parental consent is gained via the Industry Placement Agreement.

## **8. Preparing for T'Level Industry Placements**

Prior to starting the placement at Barts NHS, students take part in an induction process which involves training in fire safety, health and safety in the hospital, basic life skills and manual handling.

## **9. Monitoring, Evaluation and Review of T'Level Industry Placements**

During the placement, a member of the Health Team will complete visits. Regular communication between Barts NHS and the Health Lead continues throughout the placement duration.

Students receive verbal feedback through the tasks they are involved in.

Students are required to keep placement journals as part of the T'Level assessment process. This involves reflection.