

## **Work Experience Policy**

The Stanmore Sixth Form College strives to provide a professional service to employers and students in line with its Mission Statement.

Stanmore Sixth Form College is committed to providing quality work experience placements for students which assist them in developing key skills in a working environment. These skills include:-

- Communication
- Working with others
- Improving own learning and performance
- Working with numbers
- Information Technology
- Problem solving

The Work Experience Co-ordinator will, as far as possible, seek to provide students with placements within their curriculum areas and/or areas of interest. However, any work placements which enable students to develop transferable life/employability skills, are deemed to be valid.

The Work Experience Co-ordinator believes that quality work experience is gained through partnerships between staff, students and employers.

This is achieved in the following ways:

### *With Staff:*

- Working with the lecturers and curriculum managers to assess the suitability of placements for their courses.
- Working with subject lecturers to ensure that individual students are matched as appropriately as possible with placements.
- Ensuring that tutors visit/make contact with their students during placements.
- Communicating clearly matters of concern regarding student discipline and behaviour to both tutors and curriculum managers.

### *With Students:*

- Ensuring that students are clear on the expectations of both staff and employers in terms of work placements.
- Speaking to students in tutorials on the importance of reliability and punctuality.

*With Employers:*

- Presenting a professional approach to employers in seeking out new placements.
- Visiting new placements, negotiating a job description and carrying out a risk assessment.
- Arranging interviews for students as required.
- Withdrawing students from placements if either are found to be unsuitable.
- Keeping paperwork to a minimum while paying particular attention to health and safety and insurance requirements.

*Monitoring and evaluation*

- The Work Experience team are committed to monitoring and evaluating work placements in consultation with employers, SSFC staff and students.
- A de-brief and evaluation session will be given by the Work Experience Co-ordinator in the tutorial following the placement.
- Employers will be asked to complete a Student Assessment Form for all students.
- The Work Experience Co-ordinator will provide an annual report.
- The Work Experience Policy will be reviewed annually.

## **APPENDIX**

- Appendix 1: Timetable for placement.
- Appendix 2: Work experience environment survey.
- Appendix 3: Risk assessment form.
- Appendix 4: Student induction form
- Appendix 5: Students application form
- Appendix 6: Employers agreement/insurance form

## Work Experience Timetable






<b>SUMMER TERM</b>	<ul style="list-style-type: none"> <li>• Draft dates to Curriculum Managers</li> </ul>
<b>SUMMER HOLIDAYS</b>	<ul style="list-style-type: none"> <li>• Mailshot to all employers who were used last year. Personalised thank you, leaflet and request for next academic year.</li> </ul>
<b>4 MONTHS TO PLACEMENT</b>	<ul style="list-style-type: none"> <li>• Speak to tutor groups.</li> <li>• Contact employers by phone (follow up to letter)</li> <li>• Contact new employers</li> <li>• Visit and assess new placements</li> </ul>
<b>2 MONTHS TO PLACEMENT</b>	<ul style="list-style-type: none"> <li>• List of employers to tutor</li> <li>• Tutors match up employers with students</li> <li>• Work Experience team send paper work for insurance and health and safety checks.</li> </ul>
<b>1 MONTH TO PLACEMENT</b>	<ul style="list-style-type: none"> <li>• Employers' paperwork collected in</li> <li>• Interviews arranged as required</li> </ul>
<b>DURING PLACEMENT</b>	<ul style="list-style-type: none"> <li>• Tutors visit/make contact with employers</li> </ul>
<b>AFTER PLACEMENT</b>	<ul style="list-style-type: none"> <li>• Work Experience team evaluate experience with tutors and students.</li> </ul>



# WORK EXPERIENCE RISK ASSESSMENT FORM

## Appendix 3

This form has been designed to discharge our statutory duties under the *Health & Safety (Young Persons) Regulations 1997*. By following the step-by-step approach detailed in this form, and the guidance notes attached, completion of this form will provide information to give to parents. **Many thanks!**



<b>1. The Department</b> List the duties/tasks work experience students will be involved in.	<b>2. Identifying the risks</b> Please indicate any hazards that your work experience student may be exposed to in the tasks/jobs you have allocated.	<b>3. Assessing the risks</b> Having established the hazards you should now indicate the likelihood of that hazard causing injury.	<b>4. Control measures</b> Please indicate any existing or new control measures you have for controlling the hazards and risks you have identified.	<b>5. Additional information</b> Please indicate any additional information such as prohibited activities or other hazards that may affect the work experience student.
				
<b>Go to step 2</b> ↘	<b>Go to step 3</b> ↘	<b>Go to step 4</b> ↘	<b>Go to step 5</b> ↘	<b>Sign and date</b> ↘
				<p style="text-align: center;"><b>Thank you for your Support!</b></p>
<b>Company Name</b>	<b>Completed By</b>	<b>Signed</b>	<b>Date</b>	



# WORK ENVIRONMENT SURVEY STANMORE Sixth Form College

## Appendix 2

### GATHERING INFORMATION ABOUT THE PLACEMENT

CONTACT DETAILS					
Company Name					
Address 1					
Address 2				Post code	
Contact Name & Title				Miss/Ms/Mrs/Mr (delete as appropriate)	
Telephone 				Ext.	
Fax 					
Description					
Travel Directions					
Parking					
Expenses	YES*	NO	*(details: travel, lunch etc.)		
WORK ENVIRONMENT					
Department	1.		2.		
No. of Employees	1. In dept.		2. In company.		
Is there contact with public/other depts.?	YES*	NO	*(give details)		
Work Pace of Dept.	1. Busy		2. Average	3. Quiet	
Restaurant/Kitchen/Canteen	YES*	NO	*(location?)		
Rest room	YES*	NO	*(location?)		
Smoking Permitted?	YES*	NO	*(where?)		
HOURS OF WORK & DRESS CODE					
Working Days	Mon	to	Fri	*(give details if this does not apply)	
Hours of Work		to			
Dress Code	Smart Business		Smart Casual	Casual	Other (e.g. uniform)

WORK DESCRIPTION	
Job Title (if appropriate)	
Work Description	All the work should be under direction, control and supervision of their designated supervisor.
Equipment to be used -	
<b>EQUAL OPPORTUNITIES</b>	Do you operate an <b>Equal Opportunities practice</b> within your organisation – <b>YES/NO</b>

HEALTH & SAFETY			
<p>We have a duty in law to ensure that students are not placed in any danger through work experience programmes. Equally, we are concerned to protect your workplace Health and Safety provision by ensuring that we do not place students who may not be suited to the kind of work you undertake. You will be helping us do this by completing the following questions. They are <i>not</i> a critical analysis of your Health and Safety provision and answering <i>NO</i> may well be the correct action to take.</p>			
Is there a written Health and Safety Policy statement?	YES	NO	N/A
Is there an induction process for the student?	YES	NO	N/A
Are First Aid equipment/facilities available?	YES	NO	N/A
Are there defined fire/emergency evacuation procedures?	YES	NO	N/A
Do you hold a fire certificate?	YES	NO	N/A
Do you have employer liability insurance?	YES	NO	N/A
Is your business registered with the local authority/HSE?	YES	NO	N/A
Do you carry out risk assessments?	YES	NO	N/A
Are RIDDOR regulations complied with? Reporting of injuries, dangerous diseases occurrences regulation	YES	NO	N/A
Will the student have a designated supervisor? Name?	YES	NO	N/A
Do you have a named Health & Safety at Work contact?	YES	NO	N/A
Is there any legislation relating to Young Persons in your industry?	YES	NO	N/A

Appendix 4

**HEALTH AND SAFETY/COMPANY INDUCTION**

On your first day, you will need to be clear about company regulations and matters concerning health and safety. Use the questionnaire below to ensure that you are clear about procedures that will affect you in your placement.

What is the name and job title of your supervisor?	Telephone Number of Company
What are your duties?	
What time may you take lunch?	
Are you entitled to a break?	
Where may you have your breaks?	
Where are the toilets?	
What is the procedure in the event of a fire?	
Where are the fire exits?	
Who is responsible for first aid in the event of an accident?	
Where is the first aid box kept?	
What machines will you use (i.e. photocopiers)?	
Who will train you on these machines?	
Are there any machines you are not allowed to touch?	

- **Please let your Supervisor know if you are going to be absent or if you are sick.**
- **Call your tutor on tel No 020 8420 7700 or Nisha in the work experience office on 020 8420 7755 if you have any questions or problems.**
- **Be punctual.**
- **Keep safe – make sure you complete this sheet on your first day and read the enclosed booklet.**

**GOOD LUCK**

Course	
--------	--

**Work experience application form**      **Appendix 5**

Name:		Male/Female
-------	--	-------------

Date of birth:		Age:	
----------------	--	------	--

Address:	Emergency Contact:
Tel No:	Emergency Contact Tel No:

What skills could you offer an employer?	
What do you hope to gain from work experience?	

What do you want to do after college?	
---------------------------------------	--

If you have already found a placement, please give details.	Contact name: Co. name: Address:  Telephone:
---	--

How far are you prepared to travel?	
-------------------------------------	--

Please give details of medical conditions or specific needs that need to be taken into consideration when arranging your work experience?	
---	--

# Confirmation of Work Placement



<b>Student Details</b>		<b>Appendix 6</b>	
<b>Surname:</b>		<b>Address:</b>	
<b>Forenames:</b>		<i>Post Code:</i>	
<b>Date of Birth:</b>		<b>Age:</b>	<b>Sex:</b>
<b>Notify in case of emergency (name of parent/guardian)</b>			
<b>Name:</b>		<b>Home Tel:</b>	
		<b>Emergency Tel:</b>	
		<b>Tutor:</b>	
		<b>Tel:</b>	

<b>Provider Details</b>	
<b>Company Name:</b>	
<b>Address:</b>	
	<b>Telephone:</b>
<b>Post Code:</b>	
<b>Placement Contact:</b>	<b>Title:</b>
<b>Department:</b>	

<b>Placement Details</b>	
<b>Placement to start:</b>	<b>to finish:</b>
<b>Hours of work:</b>	<b>to:</b>
	<b>HASAW Title:</b>
<b>HASAW Contact:</b>	
<b>Designated Supervisor:</b>	
<b>Lunch from:</b>	<b>To:</b>
<b>Other breaks:</b>	

# Confirmation of Work Placement

## Work Description

A brief description of the type of work to be undertaken by the student (including details of any equipment to be operated) under the direction, supervision and control of their designated supervisor. Any training given must be appropriate to the needs of the student.

**Job Title:**

Work Description: Student will be doing a variety of duties – everything under supervision.

## Insurance PLEASE COMPLETE & RETURN

The Association of British Insurers and Investment Brokers Association and Lloyds of London have agreed that, as a matter of convention, student's on work experience placements which conform with the Education (Work Experience) Act 1973 should be treated as employees for the purposes of insurance against personal injury (ie they will be covered by the Employer's Liability Policy) **provided** that your insurer has been notified.

I hereby confirm that we have made the appropriate insurance arrangements and students on work experience will be treated as employees for the purposes of insurance against personal injury.

POLICY NUMBER:

ISSUED BY:

EXPIRY DATE:

The company holds an adequate Public Liability Policy in respect of damage or injury to third parties or their property.

The company conforms to current Health & Safety regulations.

Signed:

Date:

Name:

Title:

For and on behalf of (name of company):

Please return to: Nisha Malde  
Work Experience Co-ordinator  
Stanmore College  
Elm Park  
Stanmore, HA7 4BQ

Tel:020 8420-7755/Fax:020 -8420-6502