

WORK EXPERIENCE AND VOLUNTEERING POLICY AND PROCEDURE

DOCUMENT CONTROL			
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<i>If approval is not required by SLT/Governors/Unions please give reason, ie name changes only.</i>			
<i>* If the contents of this policy have been copied from an existing policy with no changes please insert the date of the original Impact Assessment and Assessor in the table above.</i>			

1. AIM(s)

This policy is produced in accordance with the rules and regulations produced by the Health and Safety Executive (HSE) and Department for Education (DfE) and has been developed according to the documents each organisation provides.

Shrewsbury Colleges Group recognises the value and impact a high quality Work Experience placement or Volunteering project can have on a student, contributing to the overall study programme and enhancing progression and positive destination prospects.

This policy refers to experiences undertaken by Shrewsbury Colleges Group students, and does not extend to any work experience requests we receives from external students.

2. OBJECTIVES/STRATEGIES

This policy aims to make clear:

- I. The expected standard of student conduct required to access the Shrewsbury Colleges Group Work Experience and Volunteering programme
- II. The responsibilities of Shrewsbury Colleges Group staff who arrange or are involved with Work Experience and Volunteering regarding the general regulations surrounding Work Experience placements to ensure that Shrewsbury Colleges Group adheres to both the Health and Safety and legislative requirements

3. TYPES OF EXPERIENCE

As part of a personalised approach to study programmes, Shrewsbury Colleges Group staff will work with the student to identify the most appropriate types of experience(s) to meet their learning needs. This experiences include, but are not limited to:

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- I. Formal placement which forms part of an accredited course
- II. Block work experience for a fixed duration
- III. Regular work experience over an agreed period of time
- IV. Volunteering or social action project
- V. Shadowing
- VI. Employer visits
- VII. Overseas residential experiences as part of the Erasmus+ programme
- VIII. Unpaid work trials prior to an Apprenticeship
- IX. Realistic working environments (RWEs) provided by Shrewsbury Colleges Group*
- X. Internal work experience placements*

* These experiences are only available to students with support needs as part of a planned study programme as outlined in section 5 of this policy.

For the purposes of planned study programme hours, Shrewsbury Colleges Group recognises that such experiences can take place throughout a full calendar week, and may include holiday periods where this has been arranged and agreed in advance with the student, employer and/or third party organisation.

4. INTENDED IMPACT ON THE STUDENT EXPERIENCE

The intended outcomes of participation in Work Experience and Volunteering are:

- I. Purposeful work experience contributing directly to a Study Programme
- II. Substantial, regular time in the workplace gaining employability skills
- III. Short periods of work experience connected to future study or employment options

Students will experience a range of individual benefits from participating in Work Experience and Volunteering, including but not limited to:

- I. Developing a broad range of interpersonal skills, knowledge and confidence for adult life
- II. Gaining an understanding of the world of work, with sector-specific knowledge and experiences as well as learning about career paths in an authentic setting
- III. Identifying strengths and areas for development, empowering students to set personal work-related learning objectives
- IV. Broadening understanding of career paths and opportunities
- V. Developing reflective learning to enhance UCAS and job applications
- VI. Consolidating the link between on campus learning and the workplace
- VII. Working towards relevant nationally recognised awards such as the Vinspired Volunteering Awards

5. STUDENTS WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITY (SEND)

It is the responsibility of all Shrewsbury College Group staff to actively promote Work Experience and Volunteering opportunities to all students, ensuring that students who have an Education and Health Care Plan (EHCP), or other identified support need are encouraged to participate.

Where Assistive Technology or other strategies would enable access to Work Experience and Volunteering, Shrewsbury Colleges Group staff should work with the specialist team based in Student Services as part of the experience planning process for the individual student.

Where students express a wish to engage with Work Experience and Volunteering, but do not yet feel ready for an external experience, an internal programme may be put in place, where available, as part of an overall study programme with agreed timescales and personal development targets to enable access to external experiences.

The Agency team will monitor participation of this cohort.

6. STUDENT BEHAVIOUR AND ACCESS TO EXPERIENCE OPPORTUNITIES

The Shrewsbury Colleges Group policy relating to Student Behaviour sets out the standard conduct and attendance expected of its students.

Shrewsbury Colleges Group reserves the right to postpone or withdraw access to Work Experience and Volunteering opportunities organised through The Agency, following discussions with the student, and parent/carer where the student is under 18 years old. Alternative arrangements may be put in place until such time where the student reaches the expected level of attendance and conduct to meaningfully benefit from an external placement.

Complaints received regarding student conduct or attendance which occur during Work Experience or Volunteering will be followed up in line with the Student Behaviour policy, and the Agency team will liaise with the employer or third party organisations to ensure that future opportunities for Shrewsbury Colleges Group are not compromised.

7. ORGANISATION OF PLACEMENTS AND VOLUNTEERING

The Agency team is responsible for the organisation of placements and volunteering. Appendices A and B illustrate the processes for placements requested by staff and individual students.

The more detailed Agency handbook for staff involved in Work Experience and Volunteering will be made available to relevant staff.

Details of all placements and activities are recorded by The Agency and all work experience placements, including work trials for Apprenticeships or Traineeships should be arranged by The Agency team.

8. SAFEGUARDING AND HEALTH & SAFETY

The Agency team will continue to work closely with the Shrewsbury Colleges Group Safeguarding team to ensure the Colleges duties are extended to Work Experience and Volunteering, including PREVENT as part of its safeguarding activities.

Work Experience placements are governed by the Management of Health and Safety Regulations 1999; this places the responsibility for the health and safety of all employees, including work experience students with the employer.

The Agency team will work closely with all partner employers and third sector organisations to ensure the following is completed and made available to The Agency prior to a Shrewsbury Colleges Group student undertaking a placement:

- I. Age appropriate risk assessment
- II. Employer liability insurance
- III. Public liability insurance
- IV. A written health and safety policy where the organisation has more than 5 employees

Where an employer or third sector organisation has been assessed by The Agency team and is deemed not to meet current Health and Safety requirements, The Agency team will produce an action plan with the organisation, with appropriate signposting to the relevant Health & Safety agencies and will liaise with that organisation until such time as it is fully compliant and able to engage.

Details of all Health & Safety visits and assessments will be recorded and centrally stored on the Shrewsbury Colleges Group Customer Relationship Management (CRM) system.

9. DISCLOSURE AND BARRING SERVICE (DBS)

For students who will be working with children and/or vulnerable adults and where a DBS check is required, The Agency on behalf of Shrewsbury Colleges Group, will carry out an Enhanced DBS on request by the placement provider.

10. RELATED POLICIES

This policy should be read in conjunction with the following Shrewsbury College Group policies:

Health and Safety

Safeguarding

Student Behaviour

Looked After Young People.

11. EVALUATION

This policy will be reviewed annually to ensure it remains fit for purpose and meets the legal requirements for Work Experience, as part of the overall Agency Work Experience and Volunteering evaluation exercise.

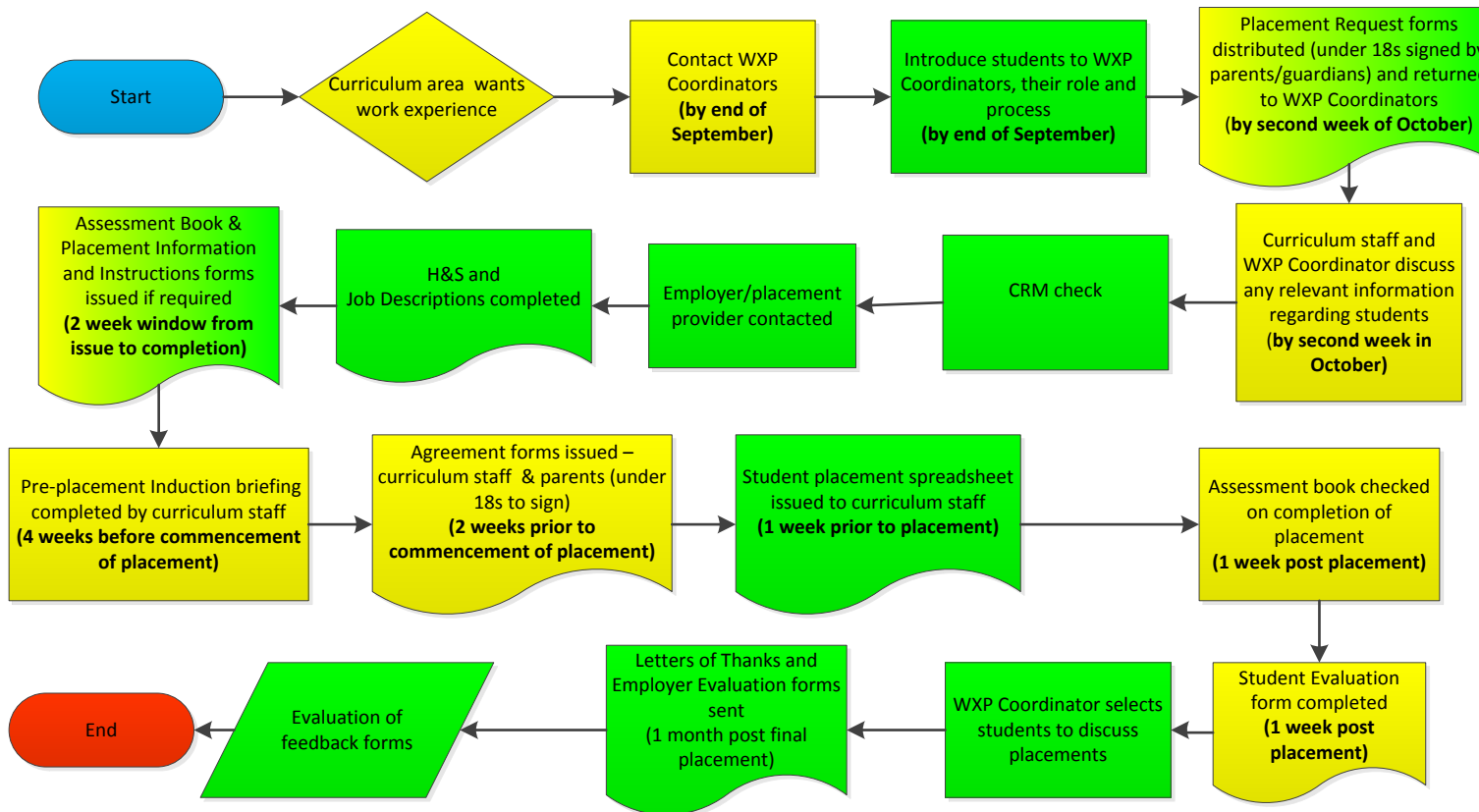
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Appendix A

Work Experience Procedure

WXP
 Curriculum Staff
 WXP/CS



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Appendix B

Work Experience Procedure – student request

Student	WXP	Curriculum Staff	WXP/CS
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