



## Work Experience Policy

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## **1. Introduction**

- 1.1. London Churchill College (LCC) values practice in the education of students as a distinctive part of our strategy. Students undertake a variety of work experience including work-integrated learning and work-based learning.

## **2. Aim**

- 2.1. This Policy facilitates the student experience in bringing practice into the curriculum and helping students reflect on their work experience and their professional and personal development. The Policy sets out arrangements for and integration of work experience and voluntary work-based learning into our programmes and identifies responsibilities for the College, students and employers.

## **3. Policy**

- 3.1. The Academic Board will have oversight of work experience;
- 3.2. The College supports work experience with appropriate levels of resource to ensure that management oversight is sustained and effective;
- 3.3. The College ensures that risks associated with work experience providers arranged by the College are assessed and that appropriate and proportionate safeguards are in place;
- 3.4. The College assists students in understanding their responsibility to the employer, the College and their own progression in relation to their work.
- 3.5. The College provides support to students to access fieldwork, work experience and work-based learning opportunities including work-integrated learning and work-based learning when specified. It is the responsibility of the students to arrange their work experience as part of their programme.
- 3.6. The College undertakes due diligence with providers and takes reasonable steps to ensure that learning experiences are relevant, valid and related to the outcomes of the programme.
- 3.7. The College must comply with the awarding body progression requirement for the work experience element;
- 3.8. Work experience may be paid or unpaid. It includes work-integrated learning, work-based learning and real work environments.
- 3.9. The College will continue to build formal and informal partnerships with external organisations to expand our network for work experience opportunities and for presentations, projects and other work-related activities in and around the curriculum.

## **4. Procedure**

The following guidelines govern work experience placements:

- 4.1. At the recruitment stage, students are asked about their current work status and this is noted in their application documentation;
- 4.2. The College discusses the importance and scope of work experience at induction and requires students to complete a Work Experience Information Form (WEIF) identifying their current work experience status and if they are seeking work experience;



- 4.3. The College adds details of student work experience into a central Student Management System (SMS) which is monitored by the Work-based Learning Coordinator. Student records are stored securely in the Work-based Learning room;
- 4.4. The College supplies information to students about work experience opportunities and contact details for finding work experience. Other opportunities arise from events and projects run by the College;
- 4.5. The College tracks the take-up of work experience among students and contacts students to ensure work experience takes place successfully through email and face-to-face meetings with personal tutors and/or the Work based Learning Team;
- 4.6. The College contacts all employers providing work experience to confirm their suitability. The College should plan to visit workplace settings where appropriate;
- 4.7. Students complete a Work Experience Handbook that includes reflective activities and expectations and time undertaken in work experience roles. Students complete the Handbook and submit on completion of their work experience;
- 4.8. Students who are late with completion of work experience have one year to complete after the end of their programme.

## **5. Work Experience at London Churchill College**

- 5.1. The College advises all students to find work experience on programmes where it is a mandatory requirement as well as those where it is not. The College supports students in finding work experience through the partnerships and contacts we build.

## **6. Responsibilities of Students**

- 6.1. Students find suitable work experience and/or work-based learning;
- 6.2. Students undertaking work experience may have additional responsibilities towards the providers and to others such as their customers, other employees and the public;
- 6.3. Students are responsible for meeting the norms and expectations for professional conduct in the field of work or study that they are undertaking;
- 6.4. Students complete a Work Experience Handbook, and this is signed by their employer or supervisor;
- 6.5. Students sign a declaration form confirming completion of their work experience and the link to the curriculum. They also complete a brief survey reflecting on their experiences.

## **7. Responsibilities of Employers**

- 7.1. Employers are responsible for the health, safety and welfare of their employees and should comply with all statutory requirements with work experience students;
- 7.2. Employers can contact the College to discuss any issues such as safeguarding or attendance arising from the placement;
- 7.3. The College expects employers to monitor students, have monthly meetings and to make written comments about their performance at the end of their work experience;
- 7.4. LCC offers mentoring to employers to help them in working with students;



## **8. Communications**

- 8.1. The College informs students of their commitments to work experience on their programmes through statements in the Programme Handbook information on the Web site and in the VLE, in the induction and at the start of the application process;
- 8.2. Regular meetings with the Work based Learning Team and/or Personal Tutors also ensure students are informed of the opportunities available to them;
- 8.3. The College informs students of opportunities available with partners and third parties through tutor contact and dissemination through the Work based Learning Team, staff members and posters.

## **9. Monitoring and Enhancement**

- 9.1. The College arranges monthly meetings with the WBL Coordinator, Head of Student Engagement, Programme Leader and tutors to monitor the status of student work experience, to identify areas for enhancement and action any enhancements;
- 9.2. The Student Engagement Group (SEG) meets minimum once a semester to monitor student work experience and other practice activities and reports to PEG;
- 9.3. The Head of Student Engagement is responsible for providing the Academic Board with an annual report evaluating the effectiveness of the work experience arrangements of the College, enhancements made to the process and approvals sought for substantial changes to procedure;
- 9.4. The College will review the risks associated with work experience arranged by both the College and by students on a periodic basis or as part of the programme review.

## **10. Roles and Responsibilities**

### **10.1. Head of Student Engagement**

- 10.1.1. Has oversight of work experience within the curriculum and is responsible for the Work Experience Policy.

### **10.2. Work based Learning Manager**

- 10.2.1. Is responsible for bringing in work experience activity in and around the curriculum;
- 10.2.2. Is Responsible for updating and quality control of data in the SMS;
- 10.2.3. Has contact with external companies and professional organisations.

### **10.3. Programme Leaders.**

- 10.3.1. Provide support for the WBL Coordinator and the Head of Student Engagement in the smooth running of work experience in the curriculum and manage academic related content.

### **10.4. Work-based Learning (WBL) Coordinator**

- 10.4.1. Manages and advises students on their work experience and liaises with external partners who provide work experience opportunities;



10.4.2. Monitors the SMS and acts when students are behind in work experience activities through in class visits and follow-up emails, calls and meetings;

10.4.3. Administers checks and discusses the Work Experience Handbook.

**10.5. Academic staff / WBL Administrator**

10.5.1. Uploads the handbooks to the VLE;

10.5.2. Provides information about work experience requirements during the programme.

**10.6. Admissions Officers**

10.6.1. Inform students about the work experience requirements of the programme at the recruitment stage and note the organisation they are working with if appropriate.

**10.7. Personal Tutors**

10.7.1. Check student progress in their work experience at weekly one-to-one meetings and refer issues to the WBL coordinator for action.

**10.8. Head of Data and Information Technology**

10.8.1. Responsible for all data security, reports on student activity and management information for review and action, including end of term surveys.

End