



**Buckinghamshire
College Group**

Work Experience and Employability Policy 2017-18

Responsible Officer:	Deputy Principal Learning and Quality
Date reviewed:	August 2017
Next Review date:	July 2018
Policy available:	Staff Intranet and Student Information Page on Cloud (Policies)
Policy approved by:	Operational

Work Experience and Employability within the GREAT Ambitions Programme

According to the UK Government Guidelines on Work Experience for 16-19 Study Programmes, all students need to complete significant external work experience that is meaningful and vocationally relevant.

The core element of any Study Programme is to increase young people's Attitude, Skills and Knowledge, by increasing the number of students who gain experience in the workplace and participate in other activity of value which does not necessarily lead to qualifications, but enables progression into employment.

Work experience opportunities come from a variety of different sources and must be relevant to the student's planned progression route.

Buckinghamshire College Group aim to offer a wide range of work experience and employability opportunities to complement our students' GREAT Ambitions programme which includes:

- Structured external work placements
- Internal placements within the college through commercial opportunities and learning companies
- Employer-led workshops/guest speakers
- Regular college wide activities and events to support employability
- Trips and visits to the work place
- Employer set projects linked to the curriculum
- Community volunteering
- Enterprise projects
- Commercial learning projects
- Engagement with business mentors
- ASK (Attitude, Skills and Knowledge) embedded throughout the study programme
- Badges awarded for the achievement of employability skills

The specific aims of the work placement programme at Buckinghamshire College Group are:

- To ensure Buckinghamshire College Group graduates have a reputation for being work ready
- To give students an insight into their chosen industry
- To introduce students to the requirements, disciplines and expectations of a real working life
- To further develop a growth mindset
- To develop students into T-shaped graduates who have the employability skills and vocational skills to successfully progress to employment
- To enrich the curriculum by making it more directly relevant as a preparation for employment

- To give students the opportunity to develop self-confidence, social and employability skills
- To enable students to form relationships outside their immediate social group and to make decisions in real life situations
- To give students a number of hours (dependent on the individual student's planned study programme) of meaningful, vocationally-relevant work experience
- Work placements enhance students' studies by providing a practical focus for developing the skills they acquire in College. They prepare students in their search for employment or pursuit of further study. For students on vocational programmes, the work experience is often integral to the course and contributes to the final qualification
- For students who have commercial learning as part of their programmes, this can be used as a 'stepping stone' onto external work placement

Buckinghamshire College Group is committed to supporting students to find quality work placements which assist them in developing core attitude, skills and knowledge in a working environment.

GREAT ASK (Attitude, Skills and Knowledge)

Students are able to develop the Attitude, Skills and Knowledge they require to successfully progress into employment throughout their study programme. ASK is developed through all aspects of the students' GREAT Ambitions programme and is embedded into the curriculum. Badges can be awarded to any student by any member of staff in college and these badges can then be exported to the students' Linked In profiles. These skills include:

- Creativity
- Communication and literacy
- Curiosity and research
- Application of digital skills
- Confidence, commitment and self-management
- Application of number skills
- Collaboration
- Vocational craftsmanship skills

Buckinghamshire College Group supports students to find work placements within their vocational area. Any other work experience, however, which enables students to develop transferable, life or employability skills is also very valuable.

Equality & Diversity

The College is committed to an Equality and Diversity Policy which aims to avoid discrimination on the grounds of race, gender, age, pregnancy and maternity, sexual orientation, gender reassignment, marriage/civil partnership, religion/belief or disability. The College's Equality and Diversity Policy is implemented within the work placement process. The only exceptions to

these rules are based on cultural, religious and safeguarding requirements from prospective placement providers.

Placement Process

The College's work placement programme operates within the legal and health and safety frameworks recommended by the government.

Buckinghamshire College Group is committed to ensuring the quality of the experience gained through placements is as high as possible and to supporting both students and employers throughout the work experience.

These structures include:

- a work placement online introduction for students
- online employability modules
- a pre-placement briefing for students
- a pre-placement briefing for employers
- health and safety and insurance checks to safeguard the students
- placement monitoring
- opportunities for employers to discuss issues relating to work experience
- evaluation by students and employers

Monitoring and Evaluation

Work placements and Attitude, Skills and Knowledge are monitored and evaluated through the Cloud course with support from employers, College staff and students. This involves:

- Students and Employers complete a Work Experience Booklet which includes contact details for the placement, targets set to achieve on work placement, a timesheet to record the hours completed on work experience, an evaluation of the work placement and comments by the employers and students
- Badges are issued electronically to students on achievement of employability skills
- The Work Experience and Employability Policy will be reviewed annually.

Code of Practice

- Any application to develop a new college learning programme should include evidence of embedded work related learning and employability skills.
- All work placement and employability documentation should be approved by Senior Managers and should be used by all areas of the College.
- All work placements are checked to ensure that they have an appropriate level of risk assessment to check all the statutory legal requirements are met and the necessary health and safety standards are in place
- All work placements should be relevant to the student's learning programme.

- Following their work placement students reflect on their learning experience and to identify and record the employability skills that they have achieved during the placement.

Health & Safety

- All new employers offering work placements are asked to provide evidence of an appropriate health and safety risk assessment and adequate insurance cover
- Employers are issued an employer guidelines document by the Executive Director, Student Outcomes and Quality.
- For existing employers an annual check will be made to see if an updated risk assessment is necessary.
- Prior to work placements students are given a briefing through their Cloud course and by the employer, which includes health and safety and employer expectations.
- Each student completes a timesheet and targets achieved sheet during their work placement.
- If a placement requires a DBS check prior to the student starting, then this will be carried out by the college.

Safeguarding

As a regulated provider we would expect all our partners to also comply with safeguarding regulations.

- If the placement provider does not have a Child Protection Policy, the College will work with the employer to provide advice and guidance on developing an appropriate policy.
- Students will be supervised by a suitably qualified adult whilst on work placement and have a designated person as a point of contact for any issues or queries they may have.
- College will provide a point of contact for the employer/student in case of any issues or queries that they may have.

Roles and Responsibilities

A holistic approach to the support for students and monitoring of work experience is required in order for the implementation to be successful. Work experience opportunities should be shared with students from all those who have contact with the students and employability and work experience should be a fully embedded part of the study programme.

Deputy Principal and Executive Director, Student Outcomes and Quality

- Strategic lead for the implementation of work experience and employability across curriculum

Executive Director, Student Outcomes and Quality

- Overall accountability for the implementation of work experience and employability across the college
- Updating of Work Experience and Employability Strategy annually

- Ensuring that all staff who have contact with the students are fully aware of the importance of work experience and employability skills

Head of Workforce Development and Account Managers

- Liaising with the local LEPs and employers to identify opportunities for work experience and the development of employability skills
- Liaising with Performance Coaches/Achievement Coaches, Curriculum Managers and Programme Leaders to support students and monitor work experience and employability skills
- Sharing opportunities for work experience and the development of employability skills with relevant curriculum managers

Faculty Directors

- Overall accountability for ensuring work experience and employability takes place within their curriculum areas
- Ensuring that their teams are fully aware of the importance of work experience and employability skills

Curriculum Managers

- Responsibility for the effectiveness and quality of work experience and employability skills in their curriculum areas
- Be aware fully of the college requirements with regard to work experience and employability as part of the GREAT Ambitions study programme
- Ensuring that curriculum Programme Leaders, Tutors and students are fully aware of the importance of work experience and employability skills
- Monitoring the embedding of employability opportunities within the curriculum
- Responsibility for checking the monitoring and evaluation of work experience and employability skills
- Working with the students, Performance Coaches/Achievement Coaches and Programme Leaders to liaise with vocationally-relevant employers to secure work placement opportunities for students
- Sharing vocationally-relevant work experience opportunities with Programme Leaders, Tutors and students

Performance Coaches/Achievement Coaches

- Be fully aware of the college requirements with regard to work experience and employability as part of the GREAT Ambitions study programme
- Ensure that students are fully aware of the importance of work experience and the development of employability skills through the tutorial programme
- Working with the Curriculum Managers, Programme Leaders and Tutors to share the work experience opportunities with the students
- Supporting the students to find work experience placements

- Supporting and monitoring that students complete the pre-work experience online programme
- Monitoring that students complete the online paperwork for work placement – application form/CV, consent form, behaviour agreement, target setting, timesheets, reflection and evaluation
- Liaising with the Curriculum Managers and Executive Director, Student Outcomes and Quality in terms of completion of work experience and employability skills and any issues arising

Programme Leaders and Teaching Staff

- Be aware of the college requirements with regard to work experience and employability as part of the GREAT Ambitions study programme
- Liaising with the Curriculum Manager to identify suitable, vocationally-relevant work experience opportunities and share these with students
- Ensure that employability skills are fully embedded within the curriculum
- Responsible for promoting and reinforcing the importance of work experience and employability skills as part of the students' GREAT Ambitions study programme
- Reporting to the Curriculum Manager in terms of issues and completion of work experience and employability skills

Work Experience Administrator

- Be fully aware of the college requirements with regards to work experience and employability skills in the GREAT Ambitions study programme
- Collate employer contacts for work experience and employability skills opportunities and add to the CRM system
- Responsibility for the administrative duties of work experience ie sending letters to parents and employers
- Support students, including Trainees, to contact and arrange work experience
- Support students to complete work experience paperwork
- Monitor work experience data
- Support student recruitment onto apprenticeships and traineeships
- Support the Executive Director, Student Outcomes and Quality with the management of work experience across college

Workforce Development Team

- Be fully aware of the college requirements with regards to work experience and employability skills as part of the GREAT Ambitions study programme
- Liaise with the Executive Director, Student Outcomes and Quality to identify possible work experience and employability skills opportunities
- Liaise with employers to identify where work experience and employability skills may be possible

- Share any work experience and employability skills opportunities with the relevant Curriculum Manager

Student Services Manager and team

- Be aware of the college requirements with regard to work experience and employability as part of the GREAT Ambitions study programme
- Liaise with the Executive Director, Student Outcomes and Quality with regard to any work placement opportunities which may be forwarded to the team

English & Maths Staff

- Be aware of the college requirements with regard to work experience and employability as part of the GREAT Ambitions study programme
- Embed employability skills into the Maths and English programmes
- Identify possible further opportunities for the development of Maths and English in work experience

Learning Technology team

- Be aware of the college requirements with regard to work experience and employability as part of the GREAT Ambitions study programme
- Support the Executive Director, Student Outcomes and Quality to develop and monitor the online work experience and employability skills tracking system
- Support students to use the online work experience and employability skills tracking system

Learning Centre Manager and team

- Be aware of the college requirements with regard to work experience and employability as part of the GREAT Ambitions study programme
- Support the students to use the online work experience and employability skills tracking system