

# Industry Placement Statement (FE)

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## Vision, Purpose & Values

### Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

### Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

### Our Values

**Excellence:** A culture of creativity, high expectations, ambition and aspiration

**Respect:** Showing fairness, courtesy and mutual respect to each other and our environment

**Integrity:** Honesty, openness and trust at the heart of College life

**Diversity:** Celebrating diversity and inclusivity as a key to our success

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## 1. Introduction

Industry Placement is central to the Windsor Forest Colleges Group (WFCG) curriculum and plays a key role in the development of students' practical, technical and employability skills directly relevant to their vocational course. This Policy applies to all students of the College who undertake a period of paid or voluntary/unpaid work in a relevant workplace as an assessed part of their programme of study.

Industry Placement is an integral part of the college's FE curriculum. Students undertake placements within a range of industries across many different sectors, with varying activities.

BCA and Langley Colleges follow a student-led placement model whereby students undertake the sourcing and management of their own placements with the support and guidance of the placement teams.

## 2. Types of Industry Placement

Industry Placements endorsed by the College will normally relate to two types of activity – 'Work Placements' and 'Extended Industry Placements'.

Work Placement activity is linked directly to vocational and technical study programmes undertaken by students, and is used as part of assessed evidence towards their qualification. Typically, Work Placement takes place at a set time throughout the academic year. The duration and format of the placement are determined by WFCG based on course awarding body requirements and industry practises.

Extended Industry Placements are predominantly focused at Level 3 students. This Industry Placement activity will last for the duration of the academic year, normally in hybrid format of block weeks and 1-day a week basis timetabled in alongside the student's taught lessons. As Extended Industry Placements are longer than traditional Work Placement supported by the College, this should realise significant benefits for students in terms of developing skills they need over a longer period of time to progress in their chosen occupational area.

These extended placements predominantly follow a T Level style placement model in preparation for the implementation of T Levels by the group.

### 3. Principles and Practices

The purpose of this policy is to ensure that the College promotes Industry Placement activity as an integral part of the curriculum, and an essential tool for students to inform career pathways and progression into employment. This policy is the commitment from the College to support students in selecting an appropriate placement and meeting the College's obligations regarding relevant risk assessment of placements, including insurance requirements.

The College shall, in accordance with its Health and Safety policy, take all reasonable steps to secure the health and safety of students undertaking Industry Placements.

Access to Industry Placements for students with any disability is actively promoted by the College, who will work with providers to ensure that appropriate adjustments are made to facilitate this. Additional risk assessments will also be undertaken as required.

All placements will undergo a pre placement checking process relevant to the age and course level of the student, taking into account the activities to be undertaken on placement. This process is to ensure that the placement is of high quality, that it has appropriate insurance provision and safeguarding measures in place and that the placement can provide activities that stretch and challenge students in relation to their programme of study.

The [Industry Placement Agreement](#) must be completed and signed by a College representative and the employer during this checking process to ensure compliance.

All UK placement providers will have to provide evidence of Employers Liability Insurance, and where students travel in company vehicles as part of their placement, evidence of Motor Vehicle insurance will be required as appropriate.

Disclosure and Barring Service (DBS) checks may have to be completed by some students before placements can begin, e.g. Health and Social Care, Child Care and in some instances, Sports students.

Parental/guardian consent will be sought for placements of students who are under 18 and are intending to work with sole traders or individuals.

Overseas and residential placements are considered for all students. All overseas placements require completion of the Overseas and Residential Placement Consent Form.

All placement activity is subject to College staff approval. students who have not reached the age of 18 years are considered more vulnerable and at risk of injury in

the workplace. Placement activities are discussed with each placement provider to ensure tasks are appropriate to the age, competence and safety of each student and meets requirements of the Management of Health and Safety at Work Regulations (1999).

It is expected that students regardless of age, may at times be transported alone in employer vehicles. In any cases where it is thought necessary for a student to travel in an employer's vehicle, this should be considered by the college Employability, Placement and Careers Manager to consider appropriateness. If the student is under the age of 18, parental consent will be sought.

WFCG is committed to helping achieve equality for all students. We aim to ensure that all students, whatever their background, have the opportunity to benefit from aspirational and inspirational placement opportunities.

## **4. Responsibilities**

### **The College**

The College has a duty under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, that students, employees or visitors are not exposed to risks to their health and safety arising out of College activities. This will include the provision of robust and auditable systems to ensure Industry Placement takes place in appropriate work environments and meets both awarding and governing body requirements. The College has a responsibility to ensure that any staff involved in the management or administration of placements have appropriate training, and are competent in undertaking their responsibilities in the process, including when monitoring placements with both phone and onsite visits.

### **Students**

Students on placement have the same Health & Safety responsibilities as any other employees in the workplace. They must take reasonable care for their own Health & Safety and for the Health & Safety of other people who may be affected by their acts and omissions. They must also cooperate with the placement provider in complying with the placement provider's legal duties.

## Placement providers

Students on placement are employees of the placement provider under the terms of either a contract of employment or the Training for Employment Regulations 1990 and, as such, are owed a duty of care. The employer (placement provider) must ensure so far as is reasonably practicable the health, safety and welfare at work of the student. This includes assessing the risks to which the student on placement is exposed at work and providing training, instruction and supervision. These are particularly important aspects given the youth and inexperience of many of the students on placement. The primary responsibility for meeting statutory Health & Safety requirements within a placement remains with the employer (placement provider).

## Safeguarding on placement

All employers should be given an Employer Pack which includes Safeguarding Guidance including information on PREVENT and the contact details for the Safeguarding Team.

All students should have a one to one meeting with Placement Advisers to complete the Pre Placement Checklist to share any concerns they may have and declare any medical or welfare issues.

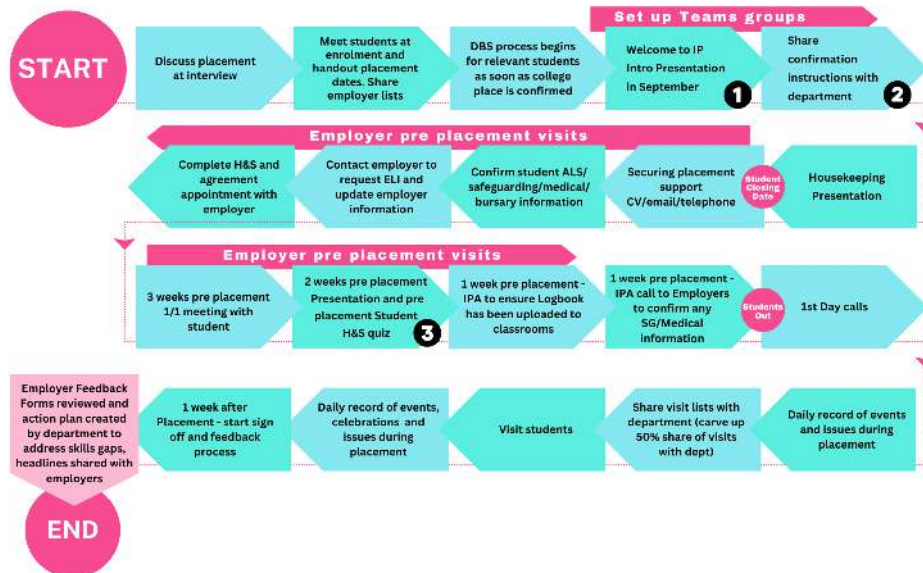
All Placement Advisers should have meetings with the relevant department Pastoral Team (and if appropriate the Safeguarding Team) prior to placement and note all pertinent Safeguarding information on the Placement Trackers.

If staff have any safeguarding concerns, they should follow the College Safeguarding & Child Protection Policy and Procedures and speak to the Designated Safeguarding Lead (DSL) or a Deputy DSL.

This policy should be read in conjunction with the other College policies, in particular the Health and Safety Policy and College Safeguarding & Child Protection Policy and Procedures.

## 5. Flowcharts of process

### Placement Timeline



## 6 Week Deadline Placement Process

