

Placements Policy (Sixth Form) 2025-26

For the attention of: All Staff

Produced by: Assistant Principal Student Services

Approved by: SLT

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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

The Windsor Forest Colleges Group (TWFCG) is committed to preparing students for their future within the workforce. This commitment is embedded within our curriculum delivery, alongside the provision of work and industry placement programmes. This links aspirations and destinations to vocational courses and provides opportunities for students to develop practical, technical and employability skills in conjunction with employers.

This policy applies to all students of the College Group who undertake a College designated placement, for any period of time with an employer / placement provider and outlines the processes, responsibilities and expectations of key stakeholders.

The College will ensure alongside work and industry placements, that it actively promotes work readiness and industry specific skills, by developing and maintaining links with employers, employment partnerships and local skills boards. This ensures that all elements of delivery inside and outside the classroom meet local and national skills priorities.

Work placements are an integral part of the wider preparation for next steps and work readiness, offering specific encounters with employers that are relevant to their career aspirations and contribute to developing work readiness. For students undertaking advanced level and, in some instances, intermediate level courses, this forms a mandatory element of the study programme. As part of the broader curriculum programme of study, students are encouraged to actively review their skillsets, identifying gaps that college experiences can support and promote.

2. About Work Placements

Placements are timetabled depending on students' programme of study and details of this will be published annually for students by the College. The expectation is that all students will undertake a minimum of 3 days in person placement within Level 3, Year 1 year of study.

Strode's and Windsor College follow a student-led placement model that requires students to lead on the sourcing and management of their own placements, with the support and guidance of the careers, placement and curriculum teams. This empowers students to make decisions about their placements that are linked directly to their interests and career progression plans, whilst supporting independent thinking and planning management.

The Placements Team in conjunction with Curriculum and Core Studies teams will support students to identify, prepare for and successfully complete a work

experience placement, including where relevant, Industry Placements. The College provides a digital learning platform where information about placements, guidelines and support resources can be found, in addition to the option of face to face or online support sessions on a one-to-one basis or group basis to respond to concerns, queries or offer advice and guidance.

T Levels

The College (sixth form) have been delivering T Levels since September 2024. Students studying these courses must attend an industry placement of 45 weeks /315 hours over the two years of the course. This is to provide young people the invaluable opportunity to put their learning, knowledge and skills into practice in a real workplace environment.

Placements should be with one placement employer or, where occupationally relevant, with two employers to ensure a meaningful insightful placement can be delivered. The model of placement can be flexible throughout the year and be completed by a mix of both days per week and block weeks.

Industry placements have mandatory review points; these are mid-point review and end point review. These provide an opportunity to review the students' progress against targets set at the start of placement. These should be a 3-way review between student, employer and curriculum representative.

3. Health & Safety

The College will take reasonable steps to ensure that employers are managing any risks to a student during a work or industry placement. Employers will be required to complete a pre-placement due diligence form and from this, confirmation of the planned placement activities will be reviewed and where necessary discussed with the employer and student, to establish that there are appropriate arrangements for managing risks.

Further checks will be made in proportion to the working environment, where necessary, and will be based on a risk rating. Checks will include the following:

Low risk placements:

- A pre-placement check/due diligence form completed at each instance of a student placement being logged.
- Employer confirmation of necessary insurance and health and safety risk assessments in place.
- Placement details reviewed by Placement team, any issues followed up with the employer and/or student.

Medium risk placement (In addition to the above)

- A telephone conversation or email with the employer signposting to all relevant supporting guidance information for safeguarding and health and safety expectations.
- Communication of important health and safety and safeguarding considerations with the student, detailing the process and expectations.
- Confirmation of college point of contact for concerns around behavior, attendance and safeguarding.
- Providing students with College contact details to ensure they have a safe way to report any concerns when on placement.

High risk (in addition to above)

- Requesting a risk assessment from the employer that covers activities to be conducted by the student.
- A site visit from a health and safety trained member of staff to review the setting and discuss the role of the student and any potential concerns. Where appropriate, this may require accompaniment by a staff member with sector specific experience / training.
- Any outstanding issues following site visit escalated to the Assistant Principal, Student Services (Sixth Form) for final review.

4. Risk Assessments

When to risk assess?

The HSE guidance for work experience organisers places primary responsibility for the health and safety of the learner upon the employer who is required to manage any significant risks in the work place. The work experience organiser (college) should take reasonable steps to satisfy themselves that employers are doing this and checks should be kept in proportion to the environment and tasks undertaken.

Guidance is given by both the Department for Education and the Health & Safety Executive (links provided) in relation to work experience placements.

[**HSE - Work Experience Organiser Guidance**](#)

[**Department of Education Work Experience Guidance**](#)

RAG Rating	Example of low risk work environment	Guidance	Action Required
Low	Office Shop (retail) Library School Nursery	<p>Employers will confirm placement via Canopy they have a risk assessment and health & safety policy in place.</p> <p>Parent will provide consent for the work placement via Canopy.</p> <p>Due diligence form sent to employer via Canopy. Safeguarding & Prevent information leaflet and employer guidance document accessed by employer when placement is approved.</p> <p>Employer will confirm they will carry out a health and safety induction on the student(s)'s first day.</p> <p>Employer to advise if DBS is required for placement.</p>	<p>Student to enter placement details into Canopy.</p> <p>Employer to complete required due diligence form via Canopy.</p> <p>Placement Advisor reviews due diligence form completed via Canopy.</p> <p>If low risk Placement Advisor confirms placement via Canopy.</p> <p>DBS will be arranged by Placement Advisor if required.</p> <p>Student and employer responsibility to identify whether a DBS is required before placement commences.</p> <p>If there is any uncertainty regarding the employer or the information received, then an onsite check will be carried out.</p>

RAG Rating	Example of low risk work environment	Guidance	Action Required
Medium	Care Home Nature Reserve Gym Leisure Centre Pharmacy Animalcare Dance Studio School Hospital Dr Surgery	<p>Employer will confirm via Canopy (due diligence form) they have a risk assessment and health & safety policy in place.</p> <p>Parent will provide consent for the work placement via Canopy.</p> <p>Due diligence form sent to employer via Canopy. Safeguarding & Prevent information leaflet and employer guidance document accessed by employer when placement is approved.</p> <p>Employer will also be expected to carry out a health and safety induction on the student(s) first day.</p> <p>Employer to advise if DBS is required for placement.</p>	<p>Student to enter placement details into Canopy. Employer and parent complete required information via Canopy.</p> <p>Employer to complete required due diligence form via Canopy.</p> <p>Placement Advisor reviews due diligence form completed via Canopy.</p> <p>If placement is categorised as medium the Placement Advisor will carry out a telephone call with employer. Discussion will include expected duties/tasks, PPE, supervision and required control measures.</p> <p>Placement Advisor will confirm placement via Canopy.</p> <p>DBS will be arranged by Placement Advisor if required. Student and employer responsibility to identify whether a DBS is required before placement commences.</p> <p>If there is any uncertainty regarding the employer or the information received then an</p>

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RAG Rating	Example of low risk work environment	Guidance	Action Required
High	Manufacturing Construction Engineering Agriculture sites Laboratories Factories	<p>Employer will confirm via Canopy (due diligence form) they have a risk assessment and health & safety policy in place.</p> <p>Parent will provide consent for the work placement via Canopy.</p> <p>Due diligence form sent to employer via Canopy. Safeguarding & Prevent information leaflet and employer guidance document accessed by employer when placement is approved.</p> <p>Employer will also be expected to carry out a health and safety induction on the student(s) first day.</p> <p>Employer to advise if DBS is required for placement.</p>	<p>Student to enter placement details into Canopy.</p> <p>Employer and parent complete required information via Canopy.</p> <p>Placement Advisor reviews due diligence form completed via Canopy.</p> <p>If placement is categorised as high the Placement Advisor will carry out an onsite health and safety assessment/visit.</p> <p>Placement Advisor will confirm placement via Canopy.</p> <p>DBS will be arranged by Placement Advisor if required. Student and employer responsibility to identify whether a DBS is required before placement commences.</p>

5. Overseas and Residential Placements

Overseas and residential placements will be considered on an adhoc basis for students. Due to the nature of these placements, a waiver may be required as detailed below.

6. Parent / Carer Waivers

Where the College is not satisfied with the suitability of a placement or, due to the location or nature of the placement, are unable to carry out the required pre placement checks, it may be agreed that a parent / carer waiver can be completed. In this instance, the College will not approve the placement and the parent / carer will confirm that the student is undertaking activity with their consent alone.

7. Disclosure of Disability or Learning Difficulty

Students may be reluctant to disclose a disability or learning difficulty to an employer. There may be a duty to disclose information to the placement provider in order for them to make a reasonable adjustment in order to accommodate a placement. In this instance permission to share information would be required from the student and parent (if under 18) and a discussion will take place, with support from the Additional Learning Support team where appropriate, to determine the best course of action.

8. Responsibilities

The College:

- Will review placements logged by the student, including the supporting documentation provided by the employer in relation to the role and responsibilities of the student during the placement.
- Will ensure that it has confirmed that the employer holds valid employer liability insurance.
- Will ensure that the employer has completed the due diligence form ahead of the placement commencement date.
- Will ensure that both the employer and student have been provided with contact details for raising any welfare issues or safeguarding concerns.
- Has a responsibility to ensure that any staff involved in the management or administration of placements have appropriate training and are in turn aware of their responsibilities in the process.
- Will ensure that the placement provides the best opportunity for the student to apply and develop skills that are related to their occupational field of study.
- Ensure that where appropriate staff have received health and safety training.
- Where a Disclosure and Barring Service (DBS) check is required and the

placement is directly linked to the student's course of study or intended destination, the College will cover the cost of the processing fee.

The student:

- Will ensure that they have agreed a placement with an employer ahead of logging. Will ensure that placements are logged in a timely manner in accordance with deadlines provided by the College.
- Will ensure that they have provided accurate information for the employer to ensure that appropriate contact can be made in a timely manner.
- The student will act appropriately in the workplace, understand employer expectations and provide information on general health and safety issues prior to their placement.
- 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 immediately raise any concerns including safeguarding whilst on placement with their designated College contact or a member of the Safeguarding team.
- Agrees to follow reasonable instructions from the employer, particularly in relation to personal safety or the safety of others.
- If an employer requires a Disclosure and Barring Service (DBS) check, this must be communicated to the college as soon as possible to allow sufficient time for the processing of this. Where it is reasonable and in agreement with the employer, the college will seek to avoid the necessity of a DBS through a risk assessment of supervised activity.
- Understands that unless they have received express confirmation that the placement has been approved, that they should not attend the setting.

The employer:

- Will ensure that they comply with health and safety legislation and that they have appropriately assessed the risk of having a young person in their workplace. The legal responsibility for the health and safety of a student sits with the employer.
- Will ensure that students receive an induction, training as appropriate and supervision whilst in their setting. The majority of students will be inexperienced in the workplace and the employer will ensure that they take this into consideration.
- Where students are traveling in company vehicles, employers will be required to confirm that appropriate insurance is in place to support this.
- Will offer as much as possible, a quality experience for students that reflects the expectations of an employee, allows them to gain an understanding of the workplace and industry within which they are placed.

- The employer will report any concerns regarding the student including absence at the earliest opportunity.

Parents, carers and guardians

Will provide consent for all students under the age of 18 who are undertaking work placement activities.

9. Monitoring

- Work Experience is monitored and evaluated annually through college quality assurance processes including the SAR process.
- The college has a robust process in place for gathering employment encounters by students and measuring the impact of these encounters through the Canopy platform.
- Student Surveys are carried out throughout the year to assess student satisfaction of the quality of the careers provision and student experience.
- Students and employers are encouraged to provide feedback to support the quality assurance process.
- An annual Quality Improvement Plan (QIP) is developed by the lead manager based on the self assessment report.