



WORKS 4 U

Work Experience Policies and Procedures

Work Experience Placements Policies, Procedures and Guidelines

1. Rationale for Providing Work Therapy Opportunities

Work Therapy placements should be designed to contribute to learners' overall development including their employability and vocational skills and personal effectiveness.

For learners' with significant barriers to social, economic and educational inclusion, the aim of providing them with effective work therapy placements can include:

- Giving them 'tasters' or experience of vocational areas that they may wish to pursue as a career
- Developing their knowledge and skills in different occupational areas and their personal effectiveness e.g. attendance, attitudes, punctuality and behaviour
- Raising their levels of self-esteem, confidence and motivation
- In some cases, helping to build their stamina to be able to spend extra periods of time on a task and focus on specific activities
- Provide evidence of learning and achievements which can contribute to their future career or employment planning and potential support needs
- Introduce learners to areas of work previously not considered as career options.

Note

Many learners at Works4U have very significant support needs due to low self-esteem, lack of confidence and their general vulnerability. Work placements for such learners are predominantly aimed at enhancing their social inclusion and wellbeing, building their confidence and self-esteem, raising skills levels and enhancing chance of future employability.

In considering an appropriate work placement offered by an employer the tutor needs to consider,

- **Does the employer have the capacity and resources to provide a suitable placement without direct hands on support from Works 4U?**
- **Does Works 4U need to consider a supported work placement i.e. hands on support from a Works 4U Job Coach. If this is the case then a clear action plan needs to be produced by Works 4U analysing the support to be provided and the logistics of providing that support.**

2. Considerations when Assessing Employers

- With new potential placement providers, tutors must work with the placement coordinator to provide meaningful and challenging tasks for young learners, sufficient to contribute to the learners' overall development.
- Ensure that the young learner is happy in the placement.
- The employer must meet the Health and Safety thresholds outlined in the HS10 form.
- Employers must have liability insurance and be willing to provide a photocopy of their certificate.
- They must satisfy the requirements of a Works4U risk assessment.
- They must have empathy with and a willingness to support learners who may have significant barriers to social and educational inclusion.
- They must provide a placement where the learner is under the direction of a supervisor to ensure that the learner obtains a genuine learning experience suited to their needs
- Has a structured plan for the duration of the placement which provides tangible outcomes for the learner and employer
- Focuses, where possible, on the skills required for that occupational sector
- Has clear roles, responsibilities and expectations for the student
- Provides feedback from the employer on the young person's performance.

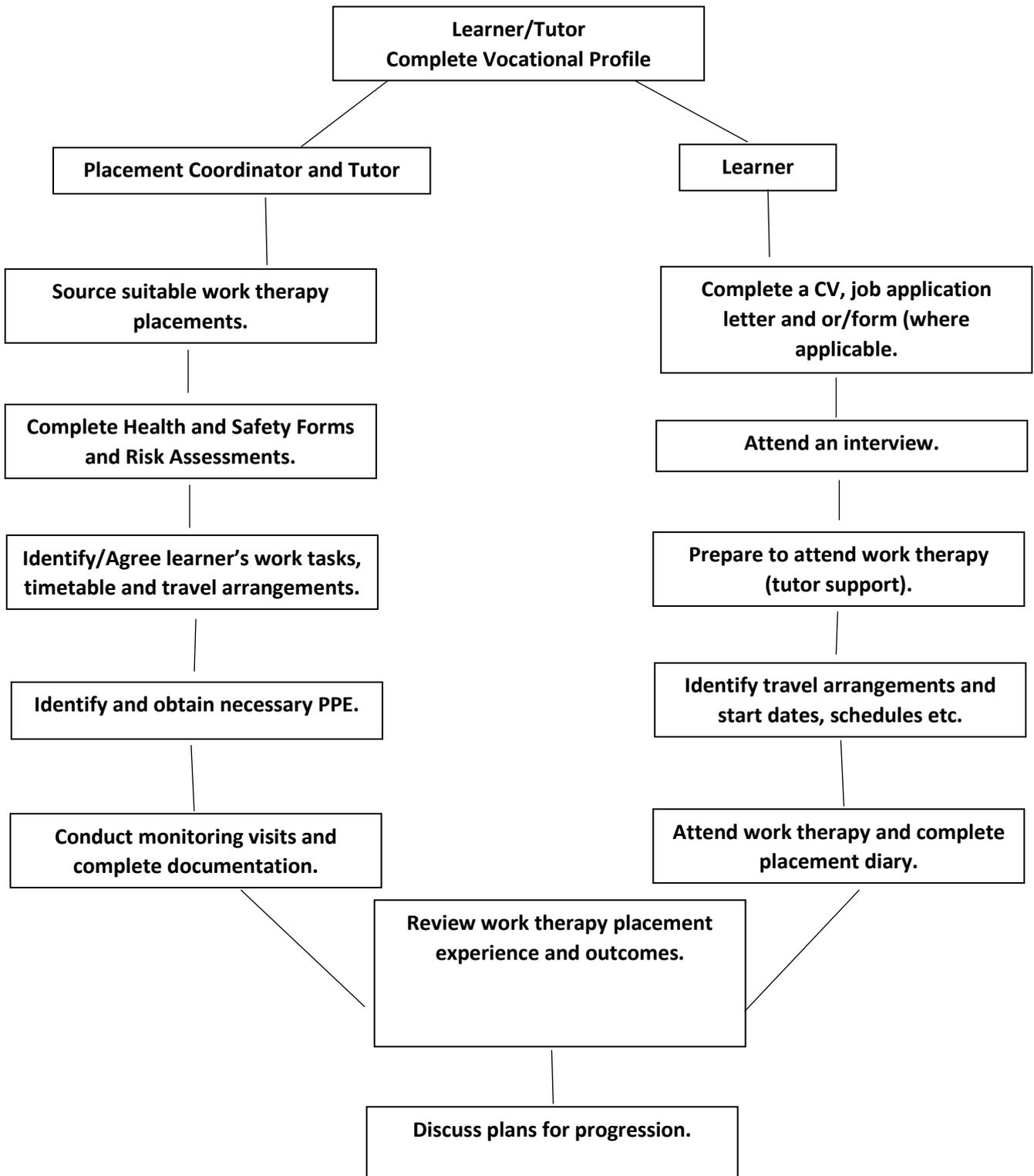
Note

Employers Liability Compulsory Insurance

Work experience learners are treated by the insurance industry as the same as employees. If an employer has Employers Liability Insurance cover already, they do not need to buy additional cover.

Tutors or the placement coordinator should obtain a photocopy of employer's current certificates insurance.

Work Experience Placement Process



Preparing Learners for Work Placements

It's important that students are well prepared and considered ready (capable) for undertaking work therapy placements.

Our Works4U document [The Work Experience Diary]



should be in use in the preparation process.

The preparation should include:

- A clear understanding by the learner of the purpose and expected outcomes of their work therapy placement.
- A letter of application, if applicable for the placement.
- An up-to-date CV.
- An interview with the employer and a reflection by the learner and tutor on how the interview went.
- An induction by the employer at the commencement of the placement.

Monitoring of the Placement (Tutor or Placement Coordinator)

It is imperative that, during the placement planning process, an agreement is reached with the employer about how often the young person will be visited in the placement by the Tutor or Placement Coordinator.

The purpose of the placement monitoring should be:

- To ensure the Health, Safety and Welfare of the learner is being prioritised.
- Conduct a review of the placements progress with the learners and complete the documentation.
- Assist the learner to complete their placement diary.
- Conduct a review with the employer and record the outcomes. Take any necessary action that may be indicated by the review.
- That the learner enjoys the placement.
- Complete the necessary visit report.

Note

Where a member of staff visiting a work placement has concerns or verbal information that the young person may be exploited or not being properly treated, or not following the agreed programme they should immediately raise a cause for concern report to the Employer representative.

Reviewing a Work Experience Placement on Completion

It's important that the learner is given support to review their work placement and to reflect on what they have gained from the experience. This will also enable Works4U and the employer to review the effectiveness of the placement in terms of progress made in key areas of learner development and skills learnt, utilising any lessons learnt to be incorporated into future placements.

Documentation in the Work Experience Diary will aid this process.

It is very important to record the learner's progress and achievements in their work placement . This should be accessible via the young person's academic records.

If the learner is registered for a City and Guilds Employability Award, the tutor should map out the work therapy evidence against the appropriate units.

The tutor / placement coordinator should ensure that all work placement providers complete the Employers Questionnaire every half term to ensure feedback is received and actioned, if required.