



HIGHER EDUCATION

Chichester College Group Work Readiness Policy 2017-2020



Quality Code Part B Assuring and Enhancing Academic Quality (B4 and B5), ESG Standards (1.2, 1.6) as at June 2017.

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Chichester College Group

Higher Education

Work Readiness Policy

1. Introduction

- 1.1. Work-related learning and placements enhance students' experience by providing a practical focus for the extension and development of skills they acquire in through their studies. They prepare the students in their search for employment or pursuit of further study. For students on vocational programmes, work related learning/placement is often integral to the course and contributes to the final qualification. There is a requirement to embed work placements and/or work related learning to all higher education delivery.

2. Scope and impact

- 2.1. This policy applies to all students and College staff involved in the quality delivery of higher education provision at Chichester College Group in line with key indicators from Quality Code Part B Assuring and Enhancing Academic Quality (B4 and B5).
- 2.2. The key strategic drivers from the HE strategy 2017-2020 (widening participation, vocational progression and employer engagement) are encompassed within and underpin this policy.

3. Monitoring arrangements

- 3.1. This policy will be reviewed on an annual basis by the Higher Education Board with updates approved by the Senior Management Team as appropriate.

4. Work readiness entitlement for Higher Education students

- 4.1. The College is committed to providing high quality opportunities for students which assists them in developing business acumen and

transferable skills.

4.2. Opportunities for the development, extension and application of these skills will be delivered through (as appropriate to the individual and their course of study):

- Work related learning
- Work placement
- Course related learning and assessment

5. **Work-Related Learning**

In the context of Higher Education at Chichester College Group, work-related learning is defined as:

‘Activity planned in the context of work that delivers knowledge, skills, understanding and confidence’.

Work related learning is included within the curriculum for all Higher Education students. This offers the opportunities for them to experience work related learning through a wide range of subjects, specific work experience and discrete activities, for example Employability Week.

Outcomes include:

- Applying contextualised learning to industry through live briefs, guest speakers and case studies
- Increasing levels of motivation and attainment
- Bringing the curriculum to life by showing how units/modules are applied and valued in the workplace
- Enhancing the learning experiences and transferable skills for students
- Identifying links between different units and modules within the specification.

6. Work placement

In the context of Higher Education at Chichester College Group, work placement is defined as:

‘A defined amount of time an individual spends with an employer to gain sector specific knowledge as well as enhancing skills and individual knowledge.’

- 6.1 Employers should be involved in the recruitment and selection of students for work placement but it is the responsibility of the lecturing team and the Higher Education Student Advisor to ensure that students are prepared for recruitment.
- 6.2 It is the responsibility of the course leader to ensure all appropriate health and safety checks are completed prior to the work placement.

Outcomes include:

- Helping students achieve a better understanding of industry including how a business operates, employer expectation and the role of trade unions
- Introducing students to the requirements and disciplines of working life
- Enriching the curriculum by making it more relevant as a preparation for a changing global economy
- Giving students the opportunity to develop resilience, social skills and enhance students’ general, personal and social development
- Enabling students to form relationships outside their immediate social group and to make decisions in real life situations.

7. Health and Safety

Chichester College Group is committed to improving the quality and safety of the experience gained through placements. It aims to do this through efficient and effective structures to support both students and employers. Please refer to Appendix 1 (“Work experience request form”).

These structures include:

a work placement or work experience briefing for students	Course Leader
a pre-placement briefing for employers	Course Leader
health and safety checks	Positive About Futures
insurance checks	Positive About Futures
monitoring	Course Leader
opportunities for employers to discuss issues	Course Leader
evaluation by students and employers	Course Leader

Appendix 1: Work Experience Agreement Form

WORK EXPERIENCE - AGREEMENT FORM

All sections of this form must be completed in full prior to the placement start date. No work placement is to take place until this form is signed by both the Work Placement Co-ordinator and the CTM.

Directorate	<input type="text"/>	Course Code	<input type="text"/>
Qualification	<input type="text"/>		
Student Name	<input type="text"/>	Student No.	<input type="text"/>
		D.O.B	<input type="text"/>
Work Experience with (please tick)	Employer <input type="checkbox"/>	Voluntary Organisation <input type="checkbox"/>	College Department <input type="checkbox"/> College Project <input type="checkbox"/>
Placement Name	<input type="text"/>		
Placement Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Contact Name	<input type="text"/>	Tel. No	<input type="text"/>
Type of Placement	<input type="text"/>		
Start Date	<input type="text"/>	Finish Date	<input type="text"/>
Days of Work will be	<input type="text"/>		
Person responsible for supervision of the student	<input type="text"/>		
Lecturer responsible for student at the College	<input type="text"/>		

Section 1 - Student to Sign

As student named above I agree to take part in this work experience scheme. I also agree to:

- i) Hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose such information to another person without the Employer's permission.
- ii) Observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representative or by displayed instructions;
- iii) Inform the Employer and the College as soon as possible of any absence from the work experience placement.
- iv) (a) I do not suffer from any physical or medical condition including allergies and special dietary requirements which could result in an unnecessary risk to my health and safety or that of another person.
(b) I suffer from the following physical or medical condition including allergies and special dietary requirements and this information should be conveyed to the employer

<input type="text"/>
<input type="text"/>

Signed Date

Section 2 - Parent / Guardian / Carer to sign if under 18

As parent / guardian / carer of the student named above, I confirm that:

I have read and understood this form and agree to him / her taking part in this scheme and undertake that he/she will observe the conditions set out.

Name - Parent/Guardian/Carer (delete as appropriate)

Signed Date

Section 3 - Health & Safety Information - to be completed by the Work Placement Co-ordinator

Risk Rating (High, Medium, Low)	<input type="text"/>	H&S Visit Date (if applicable)	<input type="text"/>
Employer's & Public Liability Insurance	<input type="checkbox"/>	Risk Assessment	<input type="checkbox"/>
H&S Statement of Intent /Policy	<input type="checkbox"/>	Other	<input type="checkbox"/>
		Detail	<input type="text"/>
Signed	<input type="text"/>		Date <input type="text"/>

Section 4 - Authorisation

No work placement should take place until the necessary safeguarding checks have been made. This section must not be signed until the form is completed in full and signed by the Work Placement Co-ordinator. The CTM is responsible for ensuring that the process has been followed and should sign this section as authorisation for the work placement to start.

Signed Date

Data Protection - This form is to be kept on file for the duration of the work placement and then archived according to the Data Retention Guidelines of 6 years - See Data Protection Policy.

